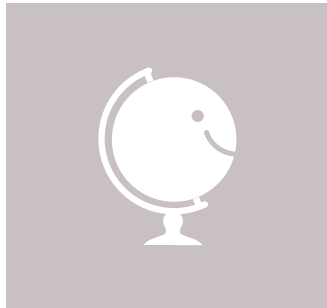


## Overseas Moving Guide



We know that moving abroad can be a busy time. So we have created this Moving Guide to hopefully help you plan and make arrangements for your move. If you chose to move with us our team will be on hand to help you through the process.

### 3 months

**Make** a list of items that you will need to furnish your new home and compare that to the furniture you currently have. If you move abroad is only temporary it may well be worth storing some items in the UK.

**If** you are taking electricals firstly consider if the voltage or frequency on which they operate is the same as in your destination country.

**Arrange** for a pre-move survey. As well as providing you with a cost for your removal our surveyors and team will be able to advise you on customs and quarantine requirements.

**If** you are planning to ship a vehicle start your application for import approval now.

**Start** to arrange bank accounts in your destination country. Consider if you will keep your UK accounts open.

### 2 months

**Start** to sell/dispose of the items you are not and household plants. If you decide not to sell items on E-Bay or Gumtree our website provides details of community groups and charities who happily accept second hand items.

**Ensure** you have up to date copies of all your important documents such as passports, birth certificates and marriage certificates.

**Arrange** for copies of your medical records from your doctor and dentist and check out what insurance cover you will need in medical place in your destination country.

**Ensure** your UK driving licence is up to date and check if you need an international driving licence for your destination country.

**Check** quarantine rules for any pets you are taking with you and make arrangement for their transportation.

### 1 month

**Provisionally** book your removal dates. Also consider if you need any essential items air freighted out to your destination for your arrival.

**Inform** schools and nurseries of your intended departure.

**Inform** HM Customs and Revenue if you are moving abroad for a year or more. Their website has information on how to inform them you are leaving, ensuring you don't pay tax twice on any UK income as well as information on continuing to pay National Insurance if you plan to return to the UK or claim State Pension later.

**Cancel** subscriptions and any policies, such as house insurance, you no longer require and arrange for your post to be re-directed.

**Start** to clean and sort seasonal and outdoor items for shipment. Ensure you completely drain petrol lawn mowers and strimmer's of fuel.

## 2 weeks

Confirm your removal dates and ensure you have completed your shipping and insurance documents. Contact your service providers to let them know you are moving;

- TV/Broadband provider.
- TV Licence Authority
- Electricity & Gas Suppliers
- Water Rates Company
- Local Council
- Credit Card company
- Lease/Loan Companies
- Electoral Register
- Pension Provider

Arrange for appliances such as gas cookers to be disconnected by a professional. If you are packing your own boxes start now. See our advice on packing. Start dismantling furniture, make sure you keep any specialist tools in a safe place.

## The day before you move

**Prepare** any electrical appliances you may be shipping; empty, defrost and clean fridges and freezers and ensure that your washing machine drum is secured for transit.

**If** you are air freighting items place these items together in a corner of the room so these items do not get accidentally loaded.

**Clearly** mark items which are not being shipped.

**Prepare** and set aside your hand luggage.

**Ensure** you retain all your important documents. As well as items not covered by insurance such as cash and jewellery

## Moving day

**Once** everything has been loaded up we'll ask you to check and sign the crew waybill to confirm this.

**Remember** before the container is sealed, walk around the house to make sure everything that is being relocated has been loaded up.

**Take** metre readings.

**If** no-one's moving into your old property immediately, remember to turn off the power at the mains and drain or turn off the water supply.

**Check** the house is secure, and then hand the keys over to the agent.

## PACKING

We recommend using our full packing service for all overseas relocations to make sure all your belongings are safe and secure during transit. Our export packing teams handle hundreds of overseas moves and can wrap and pack your belongings quickly and efficiently.

However, if you have chosen to pack your effects yourself we'll arrange delivery of packaging materials so you can start preparing, as well as advising you how to make an inventory of your packed effects.

Remember;

- Do NOT pack flammable items such as fireworks, aerosols, solvents, paint
- Do NOT pack half opened packages of dry foods, herbs and spices.
- Pack cartons to capacity and put paper at the bottom and top of the cartons to cushion contents.
- Pack heavier items at the base of the carton and lighter items on the top.
- Pack items which are a biosecurity threat together, separate from items which you know are not.

## INVENTORY YOUR SHIPMENT

- Use a permanent marker/felt pen, writing only one number on each box.
- Ensure your box numbers correspond with your inventory.
- Do NOT label boxes MISC - be specific regarding contents.
- Label your boxes correctly to identify those cartons containing medical items, dangerous goods or restricted items.

## CLEAN YOUR GOODS!

**Before** packing you should ensure any items that may have come into contact with animals, plants, soil or water are thoroughly cleaned. Outdoor items should be washed and cleaned with Jeyes fluid (a maf approved disinfectant) and shoes should be washed and cleaned with a product such as Milton disinfectant.

Items to clean included;

- Outdoor items; garden furniture & tools, children's toys, camping equipment.
- Indoor items; waste bins, vacuum cleaners, brooms.
- Animal bedding and grooming equipment.
- Sports equipment; golf clubs, fishing tackle.
- Clothes; shoes, wetsuits, horse riding clothes.

## INSURANCE

**We** take the utmost care with every shipment and use specialist boxes and protective wrap to ensure your effects arrive safely in whichever corner of the globe you are moving to. We do, however, recommend that you take out Marine Insurance, as accidents can happen.

**Cover** is available on professionally packed goods for All Risks, while owner-packed boxes are limited to total loss only.

Please ensure you insure your items for full replacement value at destination; it is not advisable to underinsure your items.

**We** will provide you with an Insurance Proposal Form that must be completed and prior to the packing and collection date.

Insurance premiums are subject to Insurance Premium Tax (IPT), at the current rate.

**Please** note that if you decline cover, we will rely upon our BAR Terms & Conditions

(clause 8) in the unforeseen event of loss or damage, however caused.

**W:** HACKWORTHY.CO.UK **PLYMOUTH:** 01752 228815 **TORQUAY:** 01803 203355 **TRURO:** 01872 263447

