



RAFFLES INTERNATIONAL, INTERNATIONAL RELOCATION CHECK LIST ("RIIRCL")

FOUR TO EIGHT WEEKS BEFORE

- Establish a time table for your move
- Check the Visa for the new country (if required) and time required to get the visa/work permit at the new country
- Inform the current landlord (if renting) and give notice of termination. Decide if you want to sell or rent out if you own the house. Property owners to decide renting or selling of property, tenants to inform landlord for notice of termination.
- Decide your moving partner and get all the relevant information and a time line for the door to door move
- Get details of restricted and prohibited items at the destination
- Set up a move date and decide if you need storage at origin or direct shipment
- Prepare detailed list of items with value for insurance coverage
- Get detailed information about the new country and your location, type of house, size and check if all your household items can fit at the new house
- Arrange with the moving company if local storage is required. Identify the items for storage and label
- Decide if you need to send a small air freight of essential items
- Book temporary accommodation at both ends if necessary during the pack out at origin and before receiving the shipment at the destination country
- Notify your children's school and check if the same school has an operation in your new country where an internal transfer can be arranged



- Check with your clubs and arrange internal transfer of the membership with the same club in the new country or with their associate clubs

TWO TO FOUR WEEKS BEFORE

- Check the validity of passport
- Collect children's school documents/transfer certificates and medical history etc.
- Make copies of all important documents such as passports, medical history, children's school certificates and get them attested
- Inform your change of address to all relevant organizations such as banks and your insurance company
- Get pre-supply of packing material from your mover should you wish to sort out or self-pack some of the items
- Prepare your valued inventory list and send to your moving company to arrange transit insurance coverage for your shipment
- Arrange sale/rental of your vehicle if you are not shipping the vehicle
- Arrange paper works for the de-registration of your vehicle if you are shipping your vehicle overseas
- Start to buy things that may not be available in the new country but check with the moving company if these goods are allowed in hand carry or air freight
- Try to spend more time with friends and relatives. This may be a good time to clear your wine/alcohol stock as well

ONE WEEK BEFORE

- Notify all regular suppliers such as newspaper and gardener etc.
- Notify the telecom department, utility department, cable TV and broad band etc. and set the leave date
- Time for the cancellation of the services



- Separate the items that are going by air freight/hand carry
- Complete the self-packing and sorting
- Remove all the items that are not moving
- Obtain sufficient currency for the new country
- Arrange for house cleaning services if you have not arranged with your mover
- Obtain the contact information of the moving company at your new country who handle the clearance and delivery of your shipment
- Arrange anything that needs to be picked up or delivered back such as laundry, rental furniture
- Ensure all required documents for the clearance of your shipment at the new country has been completed and send to your moving company

DAY BEFORE THE MOVE

- Switch off and clean the electrical appliances such as fridge, washing machine, freezer, dryer etc. that are going in the shipment
- Keep all the important documents, cash and jewelry etc. to a safe place in your custody. Some of the important documents are listed below:
 - Passport of all family members
 - Travel documents
 - Children's school/university certificates
 - Marriage certificate
 - Medical records
 - Bond/share/investment/insurance papers
 - Power of Attorney, will paper etc.

THE MOVE DAY

- Raffles International's crew will arrive at 9:00am and now you are in good hands
- Walk around with the crew leader to inform what to pack first etc.



SIT BACK AND RELAX!

- At the end of the packing and loading walk around to have a final check of the house to ensure all items are packed and loaded
- Sign all the documents with the crew leader
- Keep a copy of the inventory/packing list with your container and seal number