

# Outbound INTERNATIONAL Relocation Checklist

- Determine which personal effects are to be:
  - 1) Carried with you as personal baggage
  - 2) Sent as airfreight or unaccompanied baggage
  - 3) Shipped
  - 4) Stored, or
  - 5) Sold

Retain digital photos of the main items included in your shipment to assist in any later insurance claims. Digital photos any other memorabilia should be backed up and kept separate and secure.

- Select a relocation agent or removals firm – arrange for a minimum three quotations. Check that all firms are basing quotes on similar shipping volumes and similar services (eg. "door to door" or "door to port") and are appropriately accredited. Refer to the [Australian International Movers](#) association website for list of accredited removalists.
- Arrange insurance for items being stored and shipped. Storage firms and removalists will offer insurance cover as a percentage of total value. Compare coverage and premiums from third party insurers – it will often be much cheaper although you may not get coverage for "self packed" items.
- Rent out or sell your current house if you own it – provide "adequate" notice of your intention to vacate if you are renting. If renting your house out while you are away, carefully select the appropriate property agent and agree the rental level and any discretion you provide the agent to pay for repairs. Tax losses made while renting out the property can normally be carried forward indefinitely and used when you return to Australia – you must continue to lodge [tax returns in Australia](#) if you rent out your property.
- Ensure that all passports are current; some countries will require that passports have at least 6 months remaining validity. You should make copies of the front page of all passports and store separately.
- Obtain work permits or other visas, if appropriate, prior to departure.
- [Arrange travel insurance](#) – carefully consider the coverage available against the likelihood that there will/might be delays in your outbound journey and in terms of potential medical costs. This should be done early – so that you are covered for any personal events that may cause delays or cancellation.



- Discuss your planned absence overseas with your current private health insurer and understand the impact (if any) this will have upon your coverage on arrival back in Australia – particularly in terms of premiums payable and (any) waiting periods for coverage.
- Arrange [international health insurance](#) – there are some countries which have reciprocal health agreements with Australia but they are relatively few and cover is limited. Pay particular attention to coverage of maternity costs if this is an issue, and to whether the policy allows for re-entry into an Australian health fund without waiting periods.
- Arrange to take copies of your family medical and dental records with you – including any optical prescriptions. Note that any medical prescriptions you might have will not be valid overseas or vice versa in Australia. You will need to get “certificates of need” from a local, prescribing physician in order to (possibly) have the prescription filled overseas.
- Visit a Travel Clinic well ahead of your trip to ensure that your family has received all appropriate inoculations for the countries you are going to live in and probably visit. Keep the record of inoculations with you while travelling.
- Consider [life insurance coverage](#) for you, your spouse and family in the context of this assignment – is it adequate? Ensure that any life insurance coverage (new or old) covers you while overseas. Australian insurers will often provide life insurance cover to Australian expatriates, subject to a number of exceptions and limitations, and this can include TPD and income protection. This is often more cost efficient than trying to access cover locally or through International insurers.
- Store tickets, passports and other travel documentation securely and ensure they do not get packed into the shipped personal effects.
- Arrange for the payment of any ongoing invoices, such as insurance, while you are absent.
- Retain an internet bank account in Australia to administer any Australian transactions whilst overseas. Note that you will pay withholding tax of 10% on any interest income whilst non-resident.
- If possible, set up a local bank account in your new country of abode and forward some living funds in lieu of carrying traveller’s cheques. This may be difficult due to local regulations and anti-money laundering requirements. Also consider establishing an [offshore account](#).
- Prepare a list of companies and individuals that need to be notified of your change of address and provide a forwarding address.
- If you have a [self managed superannuation scheme](#) (SMSF) and intend to remain overseas for a prolonged period you discuss the tax impact of your non-residency



with your accountant or tax advisor – the impact could be very significant.

- Ensure that you have a valid will and that it is securely stored with the nominated executor knowing the location.
- Consider arranging an enduring power of attorney to allow a nominated person(s) to look after your affairs in Australia.
- If you had planned to send children to a private school in Australia discuss this with the school concerned and gain a clear understanding of your position regarding admission should your period overseas proceed as planned, or be either shorter or longer than anticipated.
- Particularly if you have teenage children, seek professional advice regarding the overseas schooling system (eg. British/American/IB) that is most compatible with their return to Australia to complete a secondary certificate, or for tertiary studies in Australia or overseas.
- Ideally, you should have short-listed and/or selected the school for your children at your new location in advance of going overseas and discussed admission with school authorities prior to arrival. In practice, this is often not possible.
- Obtain an international licence so that you can drive in your new country. Note, however, that while an international licence may last 12 months many countries require “residents” to obtain local licences within 3 to 12 months. Do not be tempted to drive beyond these periods without registration.
- Approach your local car insurer to provide you with a no claim certificate, or letter, giving details of your claim history. Depending on your new country, and your record, this can reduce premiums substantially.
- If you haven't already got one, establish an email account with Yahoo/Hotmail etc., that you can log into whilst in transit or in temporary accommodation – forward all your existing emails to these accounts.
- If you are taking a pet, ensure that you have the necessary health certificates from a veterinary surgeon and that all inoculations are in order. You should research quarantine requirements, if any, at the new location and what quarantine periods will apply on return to Australia.
- Consider establishing an account with one of the [foreign currency transfer companies as an alternative](#) to dealing with Australian banks – or simply as a means of comparing exchange rates on transfers into or out of Australia

