

close attention to what is happening when packers and movers are in your home. It is strongly suggested that, if at all possible, effects be segregated, marked or labelled before packing day to lessen the chance of error as to where everything is to go.

Motorcycles

These may now be included as a part of the shipment of the employee's household effects. Employees should, however, ensure that local laws and regulations do not prohibit, restrict or otherwise govern their importing a second vehicle, or first vehicle in the case of some support staff and many others who may not benefit from special privileges granted by the country of assignment. In the event of loss/damage, the employee may claim reimbursement for the cost of restoring the motorcycle to a serviceable condition or the cost of replacement.

The following steps must be followed:

1. the battery must be disconnected;
2. state the type of battery (wet cell batteries cannot be shipped)
3. the gas tank must be purged;
4. the crank case must be emptied, and
5. the points taped
6. If equipped with a locking gas cap, the employee must leave the key.

If the above are not taken care of, the motorcycle will be refused by the moving company. You will also need a letter from the firm carrying out the above that the work has been done.

Air Freight

Shipment should include all items considered essential for initial occupancy of your accommodation (for example, seasonal clothing, kitchenware, linen, and toiletries).

Delivery

Except for air shipments of essential items, you should not expect to receive the bulk of your household effects for at least six to eight weeks, and very often up to three months later, depending on factors such as distance, the country concerned, sailing frequencies and so forth. Even moves between Canada and the United States are sometimes delayed while the company waits for someone else's effects to fill the van going to a given destination.

Storage

Your surplus effects will be stored at Government expense in a government approved/insured warehouse. At the time of packing, you will be required to sign a warehouse receipt describing the condition of all of your furniture and major effects put into storage. Watch what you sign; it could be important if you have a loss or damage claim after returning to Canada. Ensure that the effects are properly tagged for air, sea or storage, and that the packing lists are accurate. It is suggested that you mark the packed boxes with a felt marker yourself indicating the type of shipment.

Hint — Before the mover comes to your home, electrical appliances should have been inspected and their good working order attested to by a qualified service person in writing; a copy of this must accompany your inventory.