

Re: GST and Quebec or Manitoba sales tax:  
Revenue Canada, Customs and Excise  
Visitor Rebate Program  
Ottawa, Ontario  
K1A 1J5

or call toll free anywhere in Canada 1-800-668-4748, outside Canada (613)991-3346.

## 1.6 Starting Your Inventory

Preparing your inventory is probably the most tedious part of the entire posting exercise, yet it is an **essential** document. It is mentioned briefly here, but more detailed information is available in Chapter 3.

The main reason for including it here is the time factor. One of the most repeated statements that you will hear during preparations for your move is "Make sure you get your inventories in on time." Your up-to-date inventories must be submitted to the Services Centre (SERV) no later than two weeks before your pack-up date. Even that may leave little time if the inventory has to be accompanied by a foreign language translation for the host country's Customs Department. It is suggested that you start to prepare your inventories at **least five weeks** prior to Moving Day. Workshops on "Preparing Your Inventory" and computerized inventory programs are available from The Services Centre (SERV).

## 1.7 Pre-Posting Medical and Dental Examinations

Medical fitness for service abroad is a prerequisite for having your posting officially confirmed. FSD 9 obliges you and those dependants who will reside with you, or study full-time outside Canada, to have a physical, and possibly a dental examination, as a condition of each posting, cross-posting, and on return to headquarters. A complete examination may include X-rays, blood tests, immunization, psychological assessment and consultation with a specialist. Medical requirements often take four weeks or longer to complete. You will not be able to obtain loans, advances, or complete your travel arrangements until you and your accompanying dependants are given a clean bill of health.

The phrase "through preventive services" in the introduction to FSD 9 means that your employer relies on the medical profession to provide advice on your health profile and the degree of risk associated with sending you to a given mission. Wherever possible, medical examinations and related procedures are administered by Health Canada, in Ottawa at 301 Elgin Street (telephone 954-6583). Where Health Canada doctors are not available, private facilities can be substituted once authorized.

The costs of FSD 9 pre-posting medical and dental examinations are borne by your employer. However, payment for any treatment that may be required, including dental work, is entirely your responsibility. You are considered to be "at work" when taking medical or dental examinations and may be entitled to compensation if they have to be done outside working hours. If necessary, you will be given time off for travel to and from the place of examination and be reimbursed for travelling expenses.

Refer to FSD 9 for the list of missions requiring pre-posting dental examinations. Where a dental examination is necessary, such an examination includes an assessment of any special dental treatment that may be required prior to, or during the posting.

### Immunizations

Based on the country to which you are posted, it is likely that you and your family will receive immunization against one or several of the following:

- typhoid
- tetanus
- diphtheria
- polio
- hepatitis A (gamma-globulin) and hepatitis B
- yellow fever