

always advise the receiving post of the mode(s) of transportation, routing and Bill of Lading* details. The post administrative officer and APRR are responsible for coordinating their efforts to monitor your move and to follow up with the appropriate authorities if things are not happening according to schedule.

Storage

At the time of packing, you will be required to sign a warehouse receipt describing the condition of all your furniture and major effects put into storage. Note that before the Mover comes, electrical appliances should be inspected and their good working order attested to by a qualified service person. This expense is claimable under FSD 15.31.

After your arrival at the post, it may become necessary to replace lost or damaged items or to obtain items you did not anticipate being needed at the post. Subsequent shipments at public expense are permitted up to six months later or any time there is an addition to your family. The over-riding concern is that the combined weight of your initial and subsequent shipments does not exceed your maximum allowance.

Hint - Remember that when goods are in storage they may be difficult to locate unless they are labelled distinctively. The Department does not have the staff to rummage around a huge warehouse on your behalf, much as it would like to help.

Note - In cases where you are prohibited from shipping your car to a post (see FSD 30), your employee will pay for the actual and reasonable costs of commercial storage or up to \$20 per month for private storage.

Note - If you inherit additional furniture and/or household effects while on a posting, FSD 15.42 may be used to pay for the cost of their storage (not removal or shipment) until you are reassigned to Canada.

2.3.5 PREPARATION OF INVENTORIES

One of the most oft-repeated statements that you will hear during removal is "Make sure you get your inventories in on time". Your inventories should be submitted to APRK no later than two weeks prior to your pack-up date. Even that much lead time may not be enough since very often the inventories have to be translated into a foreign language and/or submitted to the host country's Customs Service in order for import or export clearance to be obtained. That is why the Pre-Posting Checklist in Chapter Three of this Handbook suggests that you start to prepare your inventories at least five weeks in advance of Moving Day.