

After Decision as to Departure Date**29. Release of Accommodation**

Make arrangements to cancel leases and vacate premises. The effective date of cancellation of lease or vacation of premises must be as close to the date of departure as possible. Notify the Assistant Director (Admin.) of the effective date on which the premises will be vacated. Personnel who are required to continue paying rent on their accommodation after their departure must obtain written evidence from their landlord that he is unwilling to break the lease.

30. Personal Purchases

Personnel in Ottawa can obtain a list of those local stores offering substantial discounts on posting abroad. (Personnel abroad are reminded that articles owned abroad less than six months prior to return to Canada are subject to full duties and taxes.)

31. Pets - O.I. Section 12-70.

Personnel who wish to take pets to their posts abroad must first verify that pets will be allowed entry by the country of the post. Secure any necessary certificates and inoculations. All costs, including transportation, are personal expenses. It should be remembered that the keeping of pets in accommodation provided by the Department is a privilege subject to the approval of the Director.

32. Hotel Accommodation at Post - O.I. Section 3-13.

This can be arranged by the Assistant Director (Admin.) with the Post concerned. Personnel may be allowed full expenses for fourteen days but after that an abatement will be made in salary.

Three Weeks Prior to Departure**33. Notification of Arrival at Post**

It is a matter of departmental routine to advise the Post of Destination of the complete itinerary of F.S.O.'s and F.S.E.'s. The individual concerned would be well advised to confirm these plans in a personal letter to the post.

34. Packing and Pick up of Household Effects

Confirm the date the packers are due to pack and remove your effects; make sure that everything will be in readiness for the date set.

35. Insurance on Effects

You may wish to place marine and other insurance on your effects being shipped. Personnel who already have insurance on belongings, in premises or stored, should advise their insurance companies of the transfer and check whether coverage will remain in effect.

36. Change of Address

Notify your bank, insurance companies, trust companies, post office, publishers, etc. of your new address; give the full postal address for forwarding.