

- Some items must be professionally evaluated or appraised in order for their replacement cost to be established. Remember to attach the valuation or appraisal to your inventory. These items include:
 - a) if valued at more than \$100, personally created works such as carvings, paintings, manuscripts,
 - b) if valued at more than \$300, items such as heirlooms, art objects, antiques (Certificate of Antiquity needed).
- Keep the original invoice of appraisals to substantiate ownership. This can be important when dealing with commercial insurance companies.
- Expensive lead crystal, fine bone china and silverware should be listed separately from everyday dinnerware. Be sure to indicate the number of pieces, name of the manufacturer and pattern.
- Compensation for broken china, glasses and other items in sets is settled only for the number of items actually broken, not the entire set.
- Foodstuffs, toiletries and medical supplies should be separately listed. Reimbursement is made for the loss of non-perishable foodstuffs, and not for breakage, spoilage, or damage to other effects.
- Electrical/electronic items should be identified by manufacturer, model and other relevant particulars.
- Items listed on your inventory, which are covered separately by private insurance, should be appropriately flagged, or listed separately. If this is not done, a claim against the Crown will not be considered for any damage or loss.
- Photographs or a video inventory of your possessions can be useful.
- If you will be occupying Crown-furnished accommodation, check the furnishings scheme to avoid duplication of existing items with your own household effects. Storage costs for unused Crown or personal items at the Mission are not an allowable expense. Remember in the event that something goes wrong you will have to assume responsibility for these items.
- Keep replacement costs in your inventory up-to-date. You might be surprised at how much quality items have inflated since you bought them years ago. All claims are settled on the basis of the replacement cost you list on your inventory.

Prohibited or Restricted Items

The following items may not be shipped or stored at public expense:

1. Items which by law or tariff restriction may not be moved with household effects, for example, fuel, explosives, gas barbecue tank, ammunition, corrosives, flammable liquids, aerosols, home brew, cooking oil etc., (the moving company should be consulted if there are any doubts); and, for international moves, conventions on protected species, national treasures, etc., must be observed as well as any local laws pertaining to the export or import of controlled commodities such as tobacco, alcoholic beverages, arms, plants, narcotics etc.;
2. Goods requiring climatically controlled conditions;
3. Building materials, patio stones, cement blocks, outdoor barbecues of brick, cement or stone;
4. Boats (except where sufficient space is available in the container authorized for shipment of your household effects, including the employee's PMV or motorcycle where this has been authorized for containerized shipment with household effects). Notwithstanding the