

## EER's RELOCATION PLANNER

### 3 MONTHS

TASK	CHECK	COMMENTS
1 <b><i>Don't delay -- Start preparing as early as possible, even getting all the necessary paperwork in order can take a long time. Make a checklist of everything you need to do!</i></b>		
2 Check out great career opportunities in Dubai		
3 Consider Career moves for your partner		
4 Read employment contract and conditions <b>carefully once</b> job offered - things to note:		
- Education policy: schooling allowances for your children		
- Housing allowance		
- Relocation & Repatriation policy and allowance		
- Will you have furnished accommodation on arrival in Dubai and for how long?		
5 Start an expense budget to track relocation costs		
6 <a href="#">Research Dubai through My Move Dubai</a>		
7 Contact EER for your relocation services and they will advise you:		
- to research Schools in Dubai (with their help if required)		
- to decide whether you will ship your furniture to Dubai		
- to decide whether you wish to be close to schools or to place of work		
- what needs to be done iro the relocation of Fido and Kitty		
- ask questions, anytime, about anything		
8 Update passports if necessary		
9 Hand in notice to employers and schools		
10 Begin familiarising your family with the UAE		
11 Consult a tax professional re your investments and personal tax status while away		
12 Get advice on letting/selling your home		
13 Get quotations for packing and shipping - including insurance		
14 Plan travel arrangements - including pets		

## EER'S RELOCATION PLANNER

### 1 MONTH

	TASK	CHECK	COMMENTS
1	EER updates: (if availing of their service)		
	- Shortlist preferred schools (you can pre-register online prior to arrival)		
	- Consider your accommodation requirements/needs/wants		
	- If shipping own furniture consider the size - to fit into new home		
	- All EER Assistance forms should be complete		
2	Advise your mortgage lender and insurers of your move		
3	Arrange storage for valuable possessions		
4	Make an inventory of home contents and take photos		
5	Make sure items are insured while shipping		
6	Ensure electrical goods are compliant with UAE systems		
7	Attest documents: (where applicable)		
	- Educational certificates		
	- Marriage certificate		
	- Birth certificates		
	- Copies of your childrens reports		
8	Organise and keep together all important documents		
9	Update your drivers licenses (and translate into English if necessary)		
10	Decide whether to sell your vehicle(s) or store them		
11	If the pets are travelling ensure their vaccinations are up to date		
12	Go to UAE embassy to get all documents attested		
13	Update all insurance policies - medical, vehicle and home		
14	Provide forwarding addresses to all concerned		
15	Get medical check ups and bring reports to UAE for new GP (advisable but not mandatory)		

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### 1 WEEK

	TASK	CHECK	COMMENTS
1	When packing, label and itemise contents of each box		
2	Cancel all utility connections & subscriptions		
3	Start arranging personal packing and ensure any customs restricted items are packed		
4	Reconfirm with your relocation consultant from EER your itinerary		<b>Name of consultant:</b> <b>Contact No:</b>
5	Cancel or modify your mobile phone contract to allow roaming for a period of time		
6	Final check of documents		
7	Arrange 20+ photos for each family member		
8	Ensure your debit and credit cards work in your new home country		
9	Ensure any prescription medicines are available in your new home country		

## EER'S RELOCATION PLANNER

### 1 DAY

	TASK	CHECK	COMMENT
1	Confirm all packing items are arranged into shipping and luggage		
2	Reconfirm flights, airport transfers and accommodation reservations		
3	Final check you have <b>all</b> documents		
	- PASSPORT		
	- FLIGHT TICKETS (incl boarding cards if online check-in used)		
	- MEDICAL DOCUMENTS		
	- ATTESTED CERTIFICATES		
	- COPY OF RESIDENCE VISA / PERMIT (if already processed)		
	- HOTEL CONFIRMATION		

**Now RELAX and enjoy your adventure**