

At least ONE MONTH before moving

DATE: _____

Date booked with movers. **REMOVAL DATE:** _____

MOVERS: _____ **PHONE:** _____

- Book travel itinerary.
- Book hotel reservations in home country.
- Book hotel reservations in Malaysia.
- Read up on Culture Shock.

PACKING

- Confirm packing and removal procedures with your removal guys.
- Identify all documents required for your shipment.
- Arrange for any repairs or maintenance on items you will take with you.
- Clear out fridge, kitchen cupboards and laundry.
- Clear out storage areas.
- Plan a garage sale. **GARAGE SALE DATE:** _____

REAL ESTATE

- Decide if you will lease your home or sell it.
- Decide who will manage your home or any other property in your absence.
Home agent: _____ **Phone:** _____
- Give the required notice if intending to leave a rented property. Begin house hunting in Malaysia.
Malaysian agent: _____ **Phone:** _____

MEDICAL

- Visit the doctor for a complete physical check-up.
- Visit the doctor for vaccinations and any other health requirements.
- Ask the doctor to write up your medical report including summary of medical history.
- Visit the dentist for check-up and any repair work.

- Obtain an updated optical prescription to take with, and buy new glasses/contacts if necessary.
- Establish whether your company will be paying for your medical insurance in Malaysia.
- Decide on the most appropriate medical insurance for your needs, get 3 quotes.

SCHOOL

- Notify home school of impending move and request a current school report or letter from the teacher as to the students' abilities and achievements.
- Explore schooling options in Malaysia and determine entry requirements.
- Establish whether your company will cover the costs of educating your children in Malaysia.

STAY AT HOME CHILDREN

- Arrange guardianship.
- Inform school and family doctor of guardianship arrangements and how to contact you.

PETS

- Decide what to do with your pet/s. Speak to your removal guys and your vet for advice. Contact the appropriate authorities in Malaysia regarding Import Regulations and get quotes from Pet Export Companies. However, consider what is best for the animal. Most likely your apartment will have no yard, and quarantine on return could be lengthy. There are also lovely dogs and cats looking for new caretakers in Malaysia.
- Plan all pet vaccinations, microchip implant and other documentation.
- Book pick up date for pet/s. **PICK UP DATE:** _____

CARS

- Decide whether you will ship, store or simply sell your car/s. Don't ship any vehicle with left hand drive as Malaysian traffic drives on the right side of the road.
- Book removal/storage of your car/s or advertise car/s for sale.

ACCOUNTS

- Determine who will pay your relocation expenses.
- Determine whether your company will pay for some costs directly, such as your shipping and air fares.
- Start a collection of receipts of all relocation expenses.
- Does your company have an adjustment allowance to help with your start up costs in Malaysia?
- Credit Cards: how useful will they be overseas? Consolidate to the most widely useful one.
- Bank Accounts: consolidate accounts and loans as much as possible.
- Link up to Internet Banking.
- Decide how you will transfer money to and from Malaysia.
- Charge Accounts: Close all accounts except those with mail order.
- Cancel newspaper and milk deliveries.
- Memberships: Terminate or suspend memberships to clubs and sports associations.
- Tax: Visit accountant to update home tax situation and tax liabilities while overseas.
- Other:

INSURANCES

Sort out which to **MAINTAIN** and which to **TRANSFER** to Malaysia.

- Home insurance
- Contents insurance
- Car insurance
- Boat insurance
- Life insurance
- Medical insurance
- Dental insurance
- Travel insurance
- Accident insurance
- Shipping insurance
- Other:

LEGALS

- Ensure passport is current. Make 2 copies of identification page.
- Collect original birth certificates and make 2 copies.

- Collect original baptism certificates and make 2 copies.
- Collect original marriage/divorce certificates and make 2 copies.
- Make a will or update if necessary.
- Arrange a Power of Attorney in your home country.
- Make a copy of all insurance policies.
- Leave a copy with your Power of Attorney of each legal document you are taking with you.
- Notify Electoral Office or Voter Registration and check voting requirements while overseas.
- Other:

CHANGE OF ADDRESS

- Nominate a temporary Malaysian address if you have not yet found your new home.
- Print out change of address notices and distribute to friends as well as organisations.
- Decide how best to have your mail forwarded to Malaysia.
- Notify any magazine or journal subscriptions about forwarding to Malaysia.

TWO WEEKS before moving

DATE: _____

PACKING

- Hold your Garage Sale with plenty of time to dispose of what is not sold.
- Return and collect all borrowed items.
- Remove anything going to friends and relatives.
- Dispose of potted plants.
- Collect and clean tools and furniture from the garden.
- Ensure all documentation for the movers is completed.
- Isolate items that you will be taking on the plane.

REAL ESTATE

Arrange to disconnect all utilities or transfer to new residents at least the day after your move.

- Telephone.
- Electricity.
- Gas.
- Water.
- Finish using gardening tools.
- Establish a management contract with the agent who will manage your property.
- Book a cleaner to clean your home after you leave.

MEDICAL

- Purchase supplies for family medical kit.
- Ask your doctor whether your prescribed medications can be bought in Malaysia and what is the brand name used in the country.

PETS

- Give pet to new carers if it is not going with you to allow settling in time while you are nearby.

CARS

- Clean car thoroughly.
- Service the engine.
- Finalise storage/transport/sale arrangements

ONE WEEK before moving

DATE: _____

PACKING

- Collect clothes from cleaners and sports lockers.
- Give away any alcohol or other Restricted Substances such as paint, fuel, matches.
- Remove any batteries from appliances that are being shipped.
- Dismantle any kit furniture.
- Remove any fixtures that are going with you, such as curtains, lighting, hooks.
- Put aside tools for dismantling beds on moving day.
- Pack suitcases that you will take with you.
- Label 'DO NOT MOVE' any items you will carry with you.
- Arrange a babysitter for young children on moving day.

REAL ESTATE

- Make appointment with Malaysian Real Estate Agent for your first week in Malaysia.

MEDICAL

- Any final vaccinations.

SCHOOL

- Make arrangements for child interviews at prospective schools in Malaysia.

ACCOUNTS

- Finalise any paperwork.

TWO DAYS before leaving

DATE: _____

PACKING

- All whitegoods need to be switched off, emptied, cleaned and dried.
- Label special items for the packers' attention.
- Print out directions to new home or note that new address will be notified later.
- Clean all kitchen equipment that is going.
- Limit using kitchen utensils, use paper plates for take-away meals or eat out.
- Use an ice cooler or the neighbour's fridge.
- Do your laundry at a friend's house or by hand.
- Wash bicycles, golf equipment and any last minute gardening tools.
- Tape up any bottles or jars you are taking and tie inside a plastic bag.
- Check if contents of carry-on bags and suitcases are complete.

REAL ESTATE

- Arrange final inspection of home with managing agent and decide where the keys will be left.

MEDICAL

Stay relaxed! You've planned well and everything is under control.

- Get enough sleep and eat well, your body has a lot of stress to cope with.
- Enlist friends and family to help with last few chores. It's a good chance to say individual farewells.
- Plan how you will eat on moving day.

ACCOUNTS

- Check off list of documents that you will carry with you.
- Withdraw enough cash for you to convert at Malaysian Airport. There are lots of ATM's in Malaysia.
- Finalise any home banking.
- Find a home bank contact person who will help you from Malaysia.

Bank contact person: _____ **Phone:** _____

MOVING DAY

DATE: _____

- Strip the beds and dismantle if necessary.
- Have a light breakfast.
- Wash and put away all kitchen dishes and utensils.
- Sort out dirty laundry to be cleaned, packed, returned or disposed of.

- Meet the packers when they arrive and tour them through what they will be taking.
- Stay out of the packers' way as much as possible.
- Ensure your hand carry items and suitcases do not get packed.
- Stay around to solve any problems that arise.
- Check inventory list against packed items with the packers.
- Check and sign the Bill of Lading.
- Ensure the packers have your correct Malaysian contact details on all their documents.
- Confirm the shipment's approximate arrival date and how long until your goods will be available.
- Confirm method of payment for movers.

- Remove all bags you are taking with you.
- Turn off all lights, power points, air-conditioners and gas taps.
- Lock up.
- Drop keys off.

CONGRATULATIONS! YOU DID IT!