

MOVING COUNTDOWN CHECKLIST

8 Weeks before moving Day

- Contact "**Aamro Freight & Shipping Services LLC**" to provide you with an estimate.

We undertake room-by-room survey of your flat or villa to ascertain the nature of contents to decide packing material requirements. Our Supervisor will discuss with you special packing requirements, such as custom made wooden boxes or any other packing requirements. We then prepare a quotation based on the volume of goods calculated during the survey. Destination charges are included thereby providing a full door-to-door service. Upon receiving your agreement of the quotation, and services mentioned therein, we reconfirm the date and time we will commence packing your goods. Then the date that we should undertake the packing of your personal effects is agreed, taking into consideration:

- **The date you have to vacate your residence.**
- **The date you require your personal effects at your new residence.**
- **If your goods need to be stored in our logistics facility, then this is usually determined at the time of surveying your residence.**

Sketch out your floor plan of your new home to determine what to take and what to dispose. Your floor plan will help you coordinate your move more effectively and efficiently. Have a family meeting to discuss the move with your children. The more informed everyone is of the move, the easier the move will be.

4-6 Weeks before Moving Day

Notify your children's schools, clubs and any other organizations to which you belong of your impending move. Gather all of your family's medical and dental records. Complete a home inventory. Compile a detailed list of your possessions and, if possible, list date purchased and value.

2-3 Weeks before moving day

Begin any packing you are doing yourself. Notify "**Aamro Freight & Shipping Services LLC**" if you changed anything about your move, household goods, destination, dates of the move, etc. Dispose of anything that is flammable or could possibly leak.

If you're shipping an automobile:

- ***Plan to have the gasoline tank less than 1/2 full.***
- ***Make sure there is sufficient oil so the engine will not be damaged when started.***

Last Week before moving day

Determine what items you're taking with you on the move. Begin packing. Have rugs and draperies cleaned, keep in protective cleaner bags. Make sure all items that are travelling with you are clearly labelled.

Drain the fuel from lawn-mowers and other power equipment.

Use up your frozen food supply . . . or give to a neighbour.

Stop delivery services such as newspaper, laundry, dry cleaning.

Pack a box of things you'll need as soon as you arrive at your new home. This might include "non-aerosol" cleaning items, disposable plates and cups, light tools, snacks, bathroom items and trash bags. You can either take these items with you or have the "**Aamro Freight & Shipping Services LLC**" Supervisor to load them last .

Take your last complete inventory of the items you're having moved.

De-Register your vehicle. The following steps should be taken in Dubai, which we trust, will help you.

- Photocopy of your vehicle registration book. Obtain an official translation of this photocopy as customs, at destination, will require this as proof of length of ownership of the vehicle prior to export from Dubai.
- Take the following documents to the vehicle inspection site at the traffic department:

- **Passport**
- **Copy of passport**
- **Original registration book**
- **Driving license**

The vehicle inspection site personnel will inspect the vehicle and issue a report, confirming that the vehicle can be exported.

Take all paperwork and the registration plates from the vehicle, to the traffic department administration building.

Submit all documents for a nominal fee, typing centres will arrange typing the Arabic deregistration form.

Submit all paperwork at the counter.

You will receive a vehicle cancellation certificate (a white copy) and a receipt for the money for the export plate & a slip to obtain the export plate.

Go to the office that produces the export plates, submit the slip, collect the plates & attach them to the vehicle. The export plate is blue in colour. Once the deregistration formalities are complete the vehicle must be processed for export (physically be in the port / airport) within 7 days otherwise a penalty is levied.

Submit the following documentation to us:

a) No objection certificate issued by the Traffic department.

b) Completed shipping application form & insurance proposal, as provided by us.

If the car is to be loaded in a container then the key must be in the ignition and the doors have to be left unlocked. Before the vehicle is loaded into the container, we will get the vehicle inspected by the Custom Inspector at the port/airport, prior to loading the vehicle into the container/pallet. We will return the original no objection certificate to you. You need this for clearance at your destination port/airport.

The Day Before Moving Day

This is usually the day packing is done. Make sure all packing services have been performed by "**Aamro Freight & Shipping Services LLC**". Organize the things you'd like to have kept together in your new home.

Confirm the moving vehicle/container arrival time with us.

PACKING

We provide cartons in advance of the moving/ packing day so you can pack jewellery and other items of high monetary or sentimental value. On the day of packing we bring all packing materials to your house. Cartons/ crates are then packed & numbered. As items are packed they are listed on an inventory / packing list and double-checked prior to closing & sealing of each carton /crate. This inventory / packing list is signed by you and used as a supporting document for insurance purposes.

DOCUMENTATION

- Shipping instruction form
- Inventory/ packing list
- Insurance policy
- Bill of lading/ AirWaybill
- Destination customs forms (see below)

CUSTOM FORMS

U.K C3 for personal effects

U.K 104C for vehicles

U.S.A 3299 for personal effects

Germany 0350 for personal effects

Ireland C & E 1076 for personal effects & vehicles

Australia B 534

India & Pakistan - nil - transfer of residency to be completed upon arrival.

SHIPMENT

We arrange shipment according to your requirements and ensure that our destination office/ agent have the following, in advance of cargo arrival:

- * **Original Bill of Lading**
- * **Copy of packing list**

- * **Copy of insurance policy**
- * **Customs declaration**
- * **Instructions for delivery**

Moving Day

Plan to be at home when your "**Aamro Freight & Shipping Services LLC**" Supervisor arrives, and stay there throughout the loading process.

Accompany the Supervisor on a tour of your home to examine the goods that will be moved.

Check the condition of the goods as they are loaded.

Make a final tour of your home before the "**Aamro Freight & Shipping Services LLC**" Supervisor leaves. Check to see that nothing has been overlooked.

If you'd like "**Aamro Freight & Shipping Services LLC**" to do unpacking at the destination,, make arrangements in advance.

Make sure your new address and phone number are correct on the bill of lading.

Check to make sure that all doors and windows are locked and all switches off.

Now you can concentrate on getting yourself to your new home. Your "**Aamro Freight & Shipping Services LLC**" agent will deliver your belongings with expert care at your new home.

Thank you for choosing "**Aamro Freight & Shipping Services LLC**" you have made the right Choice. "**HAPPY MOVING**"

