



Assignee Checklist



Use this checklist to help you prepare for your international assignment

Offer Letter

- ☐ Have you returned your signed letter of offer to your Kent Account Manager

Orientation Briefing

- ☐ Have you scheduled your orientation briefing with your Kent Account Manager contact?
- ☐ Prior to the meeting check that you have completed all the questionnaires (eg Needs Analysis and Emergency Contacts) and documents you need to complete.
- ☐ In preparation for your tax briefing, ensure you have completed and gathered all the documentation requested by your tax representative.

Immigration

- ☐ Have you been contacted by your AMIS representative for immigration activation?
- ☐ Have you gathered the required documentation to commence your visa and work permit applications (eg. birth and marriage certificates, academic records, police clearance reports etc)?
- ☐ Does the Host Immigration Authority require a medical/s for your visa application ?

Relocation

- ☐ Have you been in contact with your relocation specialist / destination services provider?

Moving Your Goods

- ☐ Have you been contacted by your removals company?

- ☐ Have you completed and submitted the description and valuation of your goods on the inventory form?

- ☐ Has your removalist detailed the pack, uplift, storage, redelivery and insurance processes?

- ☐ Have you decided what you need to take with you and what is to be stored?

- ☐ Remember it can take up to 8 weeks for goods being seafreighted and up to 2 weeks for goods being airfreighted.

- ☐ Decide what you need to take with you for the first 2 weeks at least and prepare to take these on the plane with you.

- ☐ Remember not to pack documentation, medication and other essentials (children's special toys) – take these with you on the plane.

- ☐ If you are taking a pet, make sure the quarantine requirements and paperwork is up to date.

- ☐ Make sure you have arrangements in place for your pet to be housed during the pack and uplift period and your arrival at host.

- ☐ Have your jewellery and valuables appraised and certified and register with customs to avoid paying unnecessary duty. Forward a copy of the certification to your Kent Account Manager.

- ☐ If taking electrical items, check they are covered by the insurance policy. You will also need to check their compatibility with your host location electricity supply.



Moving Your Goods (cont)

- ☐ Clean and dry all “wet” goods before being packed and shipped or stored, eg: fridges, eskies etc.
- ☐ Drain the oil from any equipment, eg: lawn mowers
- ☐ Dispose of all inflammables such as paints etc which cannot be transported or stored.
- ☐ Take note of the receiving removalist's contact details

Cultural / Language Training

- ☐ If you are having cultural /language training have you been contacted by your cultural / language specialist?
- ☐ Has a session been scheduled for you and your family before you leave?
- ☐ Are you aware of the appropriate clothing for the destination location, in terms of climate and culture?

Education

- ☐ Have you notified the school of your children's departure dates?
- ☐ If returning to the same school upon repatriation have you fulfilled the necessary requirements and documentation?
- ☐ Have you discussed your child/ren's education with your Kent Account Manager? They may recommend assessment prior to departure to ensure your child/ren is correctly placed in the host location education system.
- ☐ Are the child/ren's reports and school records readily accessible. You should take these on the plane with you.

Banking

- ☐ Have you completed, terminated, advised your home country bank of your move and made arrangements for any continued banking requirements?
- ☐ Have you nominated a power of attorney or specified person to access funds or safe deposits on your behalf?
- ☐ Have you confirmed the banks at home and host locations are able to transfer / wire funds as you require?
- ☐ Have you checked that your cards are all useable at your host location?
- ☐ Have you opened a bank account in the host location?
- ☐ Have you provided these banking details to your payroll or Kent Account Manager contact?
- ☐ Have you any ready host location currency to access immediately upon arrival?
- ☐ Will you be able to provide evidence of a good credit rating if necessary for credit card or loan applications in the host location?

Cars and Drivers' licences

- ☐ Have you completed the process of disposing of your home country vehicle?
- ☐ Are you aware of the drivers' licence regulations in your host location?
- ☐ Do you need to apply for an international drivers' licence before you depart?
- ☐ Is your host location transportation organised?
- ☐ Have you obtained a letter from your car insurer detailing your current cover and no claim bonus?



Pre-Assignment Visit

- ☐ Are you planning a pre-assignment visit?
- ☐ Have you discussed your visit with your HR manager?
- ☐ Do you know the purpose of the visit?
 - Is it a “look see” to familiarise yourselves
 - Is it a time to organise schooling and housing
- ☐ Do you know the process you need to complete to arrange your pre-assignment visit?
- ☐ Are you aware that your Kent Account Manager will arrange any destination services required during your pre-assignment visit?
- ☐ Did you know that the main purpose of a pre-assignment visit is to either get a feel for the local housing, transportation, education, shopping, medical support, community and social support networks and/or secure leases or places?

Medical Requirements

- ☐ Have you completed your pre-assignment medicals?
- ☐ Have you requested copies of your medical records from your family practitioners?
- ☐ Have you requested copies of dental records from your family dentist?
- ☐ Have you had recent checkups and completed required dental work prior to departure?
- ☐ Are your children's routine inoculations up to date?
- ☐ Have you arranged for additional prescription medication in case of delays or inability to fill at host location?

- ☐ Have you asked your family practitioner for the names of alternative prescription medication in case your current brand is unavailable at the host location?
- ☐ Do you have an extra pair of prescription glasses to take with you?
- ☐ Do you have a copy of the last prescription written for your glasses?
- ☐ Do you have a current list of all the medications, prescriptions/glasses etc your family use?
- ☐ Do you have a first aid kit to utilise whilst on assignment or when travelling?
- ☐ Have you suspended your Home Health Insurance (if applicable)?
- ☐ Have you perused the Department of Foreign Affairs website (www.dfat.gov.au) to familiarise yourself with the security status of the host location?

Housing

- ☐ Have you decided what you will do with your home? Will you sell, rent or leave it vacant?
- ☐ Depending on the decision you have made, have you put the processes in place to complete this?
- ☐ If you are breaking your lease, have you notified your agent in writing? Even if your lease is due to terminate and/or you have notified your agent verbally, you will still need to terminate your lease in writing. If you are invoking a diplomatic clause you will also need to do this in writing.
- ☐ Have you made arrangements to cancel your utilities?
- ☐ Have you made arrangements to forward your final utility bills?
- ☐ Have you re-directed your mail?
- ☐ Have you cancelled all home deliveries and subscriptions?



Documents

- ☐ You should notify the following parties of your departure date and change of address:
 1. Accountant / Tax Agent
 2. Solicitor
 3. Bank / building society
 4. Clubs
 5. Department stores
 6. Dentist
 7. Doctor
 8. Electoral role
 9. Utility providers
 10. Lease companies
 11. Library
 12. Property management / agent
 13. Insurance companies
 14. Private Health Insurance
 15. Pension / Superannuation Fund
 16. Local council
 17. Motor vehicle register
 18. Schools/ universities
 19. Taxation office
 20. Post office
 21. Friends and relatives
 22. Neighbours
- ☐ Have you updated your will?
- ☐ Have you granted power of attorney to anyone in your absence? If so, have you notified your Kent Account Manager of this person?
- ☐ Have you organised your personal records?
- ☐ Do you have available a copy of your insurance policies (life, accident, medical, homeowners insurance etc)?
- ☐ Have you updated your address book?
- ☐ When you arrive at your host location, you should register with your national Embassy. You may also be required to immediately register with the local police.
- ☐ Be sure to keep a copy of important documents (eg passports, birth and marriage certificates, bank account details, insurance policies, identification cards, prescriptions etc) in a secure location under the care of a trusted family member or solicitor.