

Personal Checklist



A number of people will need to be advised of your pending move and new address overseas. The following is a checklist, in no particular order, to help you on your way.

SERVICES

- Confirm removal date with Anglo Pacific
- Advise Electricity Company with a final meter reading
- Advise Gas Company with a final meter reading
- Advise Water Company (if metered, a reading will suffice)
- Advise Telephone Company (BT require 7 days notice)
- Advise cable or satellite TV suppliers
- Advise TV Licensing Authority and claim your refund for any unexpired quarter
- Cancel TV rental agreement and arrange collection of set
- Cancel milkman/newsagent/window cleaner
- Cancel any subscriptions
- Pick up dry cleaning
- Return video/DVD rentals, library books, etc

LOCAL AUTHORITY

- Advise your local authority and claim your council tax refund
- Retain your right to vote in the UK. Complete Overseas Electors declaration form RPF37, obtainable from the Local Authority.

MOTOR VEHICLE

- Advise the DVLA and claim unexpired car tax. Complete form V14, obtainable from the Post Office, and forward with your tax disc.
- Complete the Permanent Export section in your registration document and forward it to DVLA. For further details refer to leaflet V526 – Taking a vehicle out of the country.
- Advise automobile associations and renew your international driving licence (valid for one year).

INSURANCE

- Advise your insurance broker and/or insurers
- Cancel motor insurance, household buildings and contents policies
- Request a refund for any unexpired periods
- Request No-Claims evidence to present to future insurers
- Ensure your annual life insurance premiums and personal pension premiums continue to be met
- Complete your Marine Transit Insurance Proposal form and return it to Anglo Pacific
- Arrange travel insurance

FINANCE

- Advise your bank and/or building society
- Open an overseas [bank account\(s\)](#)
- Cancel standing orders and direct debits
- Arrange international [money transfers](#)
- Withdraw the contents of your safety deposit box
- Advise Post Office e.g. savings accounts
- Advise Bonds and Stock Office e.g. Premium Bonds
- Settle any outstanding rental or finance agreements
- Advise credit card companies
- Locate stocks, shares and bond certificates
- Arrange settlement of Anglo Pacific's removal account



TAX

- Advise the Inland Revenue and/or your accountant
- Check your inheritance and capital gains tax position if retaining assets in the UK
- Instruct [Anglo Pacific Tax Services](#) to reclaim any overpaid income tax

LEGAL

- Advise your solicitor
- Update your Will if retaining property in the UK and ensure that any new Will overseas does not revoke an existing UK Will
- Appoint a Power of Attorney in the UK to deal with any ongoing legal or tax issues

EMPLOYMENT

- Obtain your references, P45 (details of employee leaving work) and certificate of any company pension entitlement.
- Advise your local benefit office and arrange for payment of your state pension overseas
- Discuss any other benefit entitlement applicable

BIRTH/MARRIAGE CERTIFICATES

- Locate birth, marriage, adoption certificates. Copies are available by post from The General Register Office or in person from the Family Records Centre.

MAIL REDIRECTION

- Instruct the Post Office to re-direct your mail. Either telephone 08457 740740 and quote your credit card number or pick up the appropriate form from your local counter
- Consider faster alternatives for urgent mail (re-directed overseas mail is sent as surface post which can take up to 12 weeks)

MEDICAL

- Advise your doctor/dentist/optician/chiropractor/osteopath
- Arrange vaccinations
- Obtain medical certificates/records and any prescriptions required.

SCHOOLS/CLUBS/SOCIETIES

- Advise your children's schools. Private schools often require a minimum one term's notice
- Advise any clubs or societies to which you or your children belong

FINALISE TRAVEL ARRANGEMENTS

- Check the validity of passports, visas, consular documents
- Check the validity of residence/work permits, import permits
- Check health requirements at destination
- Order foreign currency
- Arrange travel insurance

SAVE

PRINT