

Removals – useful information

1. Transportation is to be by land or sea, as applicable, and by the most economic means.
2. Payment of expenses incurred in removal of household goods and personal effects will be made according to weight or volume within the following maximum limits (including packing):

Households		Others	
Kg	m ³	kg	m ³
7,000	55	6,000	50

To these figures shall be added 500 kg or 4 m³ per child or recognised dependant residing in the household.

3. Members of the staff shall submit at least two estimates from different firms according to the provisions of paragraph 2 and covering:
 - Volume and Weight of the household goods;
 - Packing and unpacking;
 - Direct transport of their household effects:
 - from the former established residence at the time of accepting employment to the place of employment;
 - Relocation from the Duty station to the country of which the staff member or his/her spouse is national or to the new assignment.
 - Insurance covering damages or losses (option).

The estimation **MUST NOT INCLUDE**:

- The installation/de-installation of kitchens (cabinets, appliances or fittings).
- The installation/removal of electrical appliances, fittings, lights or satellite equipment

Payment will be made only within the approved estimates set by the Organization.

4. The Removal Company shall issue an invoice to OCCAR-EA **VAT/TAX Exempt**. Please note that we do not pay in advance of the removal and we do need an original invoice in order to process payment for the removal. More detailed procedures for the implementation can be obtained from the Human Resources Service.
5. The entitlement to removal shall normally lapse if not claimed within three years of joining or within two years of leaving the Organization. Warehousing or other storage costs shall not be admitted.
6. The Organization will not pay for the removal of animals.
7. The removal expenses on joining OCCAR shall pay back in case a Members resign within the year that follows their appointment/transfer on a pro rata basis for the time remaining to reach 12 months.
8. Members of the staff shall not be entitled to the payment of their removal expenses if the expenses are reimbursable by a government or other authority.