

Moving Checklist

ACTION	COMPLETE D
1. Complete Annex C LANDSO 7205 (health screening proforma) and return to Families Section, Abbeywood for all travellers.	
2. Submit Housing forms (Mod Form 1132 Manual) – note written permission from the SSO is required, if you want to bring a dog.	
3. Contact your RAO to discuss requirements of your move.	
4. Passport and visas check validity.	
5. Get the Tri Service Unaccompanied Baggage Guide For Personnel and United Kingdom Based Civilians (UKBC) Assigned to and from or between Overseas Duty Stations Read and Fill in. Remember one booklet for unaccompanied baggage and one for storage. If you need storage get the Unaccompanied Baggage Guide for Personnel and United Kingdom Based Civilians (UKBC) Requiring Storage of Personal Effects while on Assignment Overseas.	
6. Check insurance for unaccompanied baggage and for storage.	
7. Submit applications for flights.	
8. Immunisations.	
9. Finances – set up internet, apply for credit card, change of address notification.	
10. Documentation – sort out the following to take with you to Brunei Driving Licence, Assignment Order, and Marriage Certificate, Birth Certificates of children for school applications and proof of no claims discount.	
11. JCCC details to your relatives	