

## sandCat's Dubai Exit Checklist



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|  | Give notice on your accommodation and schools if necessary. Get necessary reports / certificates from each school for transfer purposes.  |
|  | Find somewhere to live and schools where you are going (and start the process of entry). I would recommend using the services of a relocation agent in the country you are going to if it's not your home country.  |
|  | Arrange the movers: get quotes, book moving date and pay – don't forget the insurance.  |
|  | Book your pet's relocation: get their shots up to date and make sure you have their travel boxes a few weeks beforehand so they get used to them. Send them ahead of the packing if you can to minimise stress.   |
|  | Book your flights and upgrade to use up any air-miles (if you aren't likely to use Emirates as much in future).   |
|  | Get a move-out No Objection Certificate (NOC) from your community if necessary and pay any deposit.   |
|  | Draw up a few NOCs from the main account holder (hubby usually). Do a few blank ones as well – if need be you can manually complete if needed. Keep a few copies of his visa and passport pages handy.  |
|  | Sort your stuff out: what you are taking, what you are not. Recycle what you don't need and call "take my junk" for the rest. Use coloured stickers to indicate to the movers what gets packed (green), what is optional if you run out of space (blue) and what doesn't (red). |
|  | Keep valuables, your passport, jewellery, laptop and anything that is travelling with you in a separate bag (preferably not in the house) so it doesn't end up in the container.  |
|  | Give notice on your various services: maid, TV (if with OSN directly), garden service a month before you leave.   |
|  | Find receipts for things: deposit on gas canisters, water bottles, villa deposit, DEWA deposit and keep them in a folder so they don't get packed. You will need them.  |
|  | Sell your car: remember to take off your Salik tag and any community entrance stickers. Get a copy of the new owner's vehicle registration card or a letter from the RTA proving change of ownership.   |
|  | Cancel your Salik account on the vehicle (make sure to run your Salik balance down if you can first as you don't get a refund on this).   |
|  | Cancel any Mpay account linked to your vehicle (for parking or Salik top-ups).  |
|  | Cancel the insurance on your car (that's why you need a copy of the new vehicle registration card, and request a pro-rata refund (you paid for the year   |

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|  | remember). Request a no-claims letter from your insurer for the period you had the insurance – may be useful if you plan to insure a car elsewhere.  |
|  | Request certificates of cover (or continuation as they are sometimes called) from your medical insurance. Make sure it states all covered members and the periods and type of cover - you may need this to waive any late joiner penalties (in South Africa) or prove you had insurance / medical cover elsewhere. |
|  | Cancel your mobile phone or change it to pre-paid plan if you plan to keep it active for any period. If this is a company phone you will have to put it into your personal name first - and to do that get your company to write a letter authorising this (if they are agreeable) on a letterhead and stamped.    |
|  | Cancel your du / Etisalat service – take back the decoder / phone, cables and any remotes for your deposit refund. If you are not the main account holder you will need an authorisation form. Download for <a href="#">du</a> / <a href="#">Etisalat</a> .  |
|  | Book your villa move-out clean.  |
|  | Arrange the final handover with the landlord or agent. Don't hand over keys or the final DEWA bill until you have sorted your deposit refund.  |
|  | Arrange your final move-out bill with DEWA (1-2 days before you need it) and keep the receipt of the last payment.   |
|  | Change your postal address on anything you aren't cancelling.  |
|  | Arrange medical insurance for where you are going. This might have to be travel insurance for a period until you get settled, or to cover any exclusion periods (South Africa).  |
|  | Cancel the visas of your dependants and the finally the main visa holder. Be aware that bank accounts may be frozen at this point so make sure you have moved any credit balance and paid any debts (credit cards / cars) before taking this step.   |
|  | Close your post box if you had one.  |
|  | Close your UAE bank accounts.  |
|  | Book a taxi to the airport if you didn't manage to upgrade to business class.  |
|  | Ask your company for a letter of recommendation if you aren't transferring with them.  |
|  | Say your goodbyes.   |

\* if you are moving back to South Africa make sure to send your container / shipment in the name of the person who has been out of the country at least 6 months beforehand for import duty reasons.

\*\* when packing up your TV / printers and other electronics put all the related cables in a ziplock bag and label each, makes unpacking and reconnecting things much easier.

\*\*\* have the packers put all screws / attachments and fixings for any furniture they dismantle in one box so you can put things back together easily (esp. your beds).

\*\*\*\* make sure you don't pack anything that can melt (candles) or explode in the container as it may sit in the sun in the port for a day or two before shipping. Some items are not allowed at all depending on where you are going. Make sure you check this if the packers aren't sure.