



European
Joint
Support Unit

Out Processing/Departures

Istanbul





GENERAL

1. The NSE would like to congratulate you on your new assignment. The administrative procedures and process associated with departure from a unit can be complex and time consuming at the best of times. Your departure from Turkey is no less complex or time consuming; in fact, the bureaucratic nature of the theatre makes your departure even more burdensome. Parallel to this, are the many requirements associated from being assigned to the UK from an overseas theatre or being assigned to another theatre. Having a coherent structure in place to manoeuvre the various requirements will allow for a smooth transition from Turkey and ensure that you arrive for your new assignment in good order.

AIM

2. The aim of this instruction is to provide direction and guidance to you and the steps that you need to take prior to your scheduled departure from Turkey. Personal Admin Plan (PAP) (CAN 2.1) to ensure the NSE is aware of your intentions and coordination at the AUM.

OUT-PROCESSING

3. Your Out-processing from NRDC-T HQ is initiated from G1 Branch and you are to liaise with that department to initiate your departure.

HOUSING

4. New assignment location. To arrange a new SFA at your new assignment location, you must complete an e-1132 (at www.e-1132.co.uk for UK application from a Dii terminal); during the application process you will be able to view the properties available to you. For overseas housing application you need to complete a manual 1132. To view pictures of your potential allocated property in the overseas space, you will have to request this through DIO.

5. MOVEMENT OF PERSONAL EFFECTS (PE)

5. Furniture. To apply for the removals of PE, you are to apply online at <https://grms.agilitylogistics.com> When you are requesting your removal date with agility, please consider that it could take six to eight weeks for your PE to arrive in UK or may be longer if you are assigned to another overseas location. An exit beyanname is needed for your furniture from Host Nation Support office in Building One. If you have your beyanname from when you arrived, take this with you; if you do not then do not worry, they will be able to get a copy. This should be done at least 1 week prior to the collection of your personal effects. All of your electrical goods and furniture were recorded on your NATO beyanname upon your arrival. If you are selling/disposal you need to get it removed from your NATO beyanname.



Furniture in storage. If you have personal effects in storage in the UK, you are to apply to have through <https://grms.agilitylogistics.com>, to have your personal effects remove from storage. You will need your UBM ref number and address of storage contractor.

7. **Shipping your vehicle.** You are entitled to ship one car at Public Expense back to the UK. To apply for the removal of your vehicle, please complete Annex B to this instruction and forward to Agility at rso@agility.com

a. Please be aware that an exit beyanname is also needed for your vehicle which is obtained from Host Nation Support office. If you have your beyanname from when you arrived, you are to take this with you. This is to be done at least 1 week prior to your vehicle departure from Turkey.

b. Your vehicle must be de-registering from Turkish traffic system through a Traffic Broker. This can be done by the Star Company who will de-register your vehicle on your behalf at a cost.

c. **Driving.** Should you wish to drive your vehicle to your new assignment, the following process applies:

- (1) Deregister your vehicle: As above.
- (2) Apply for temporary number plates from a Traffic Broker.
- (3) Apply for green card insurance from Turkey to your new assignment order location.
- (4) Apply for Privately Arrange Passage (PAP) at least six weeks before the departure date.

d. **Costs.** The costs for deregistration varies between shipping and driving. It is TRY 800 for shipping and for driving is approximately TRY 1150.



TRAVEL AND SUBSISTENCE

8. To travel to your new assignment, you have two options available to you and any accompanying family member. You can either travel by flying or drive using Privately Arrange Passage (PAP).

a. **Travel arrangements.** Your hotel and flight on departure for you and any accompanying family member is booked through EJSU Travel Cell on the attached Annex D. Please be aware that when you are sending the Annex D to EJSU for approval and booking, you are also to send them a copy of your Assignment Order which supports your application.

b. **Privately Arranged Passage (PAP).** Service personnel and/or immediate family members who wish to undertake a PAP journey are required to complete an 'Authority and Entitlement Certificate', which is to be submitted to EJSU Travel Cell at least 6 weeks in advance of the planned travel date.

c. **PAP Restrictions.**

- (1). PAP may only be granted in lieu of a flight where the recognised form of travel on assignment is by standard commercial flight.
- (2). Where the recognised form of travel on assignment to an overseas duty station is by private motor vehicle or hire car, PAP is not permissible. In these circumstances travel on assignment is deemed to be normal duty travel, and will be reimbursed at duty travel rates by the most direct route instead
- (3). PAP refunds are capped at the costs of the official mode of travel (including terminal travel at either end) at non-flexible economy class rates only, by the most direct route between the 2 duty stations, per eligible member of immediate family.
- (4). Accommodation and subsistence expenses may not form any part of any PAP claim. All such expenses are the personal liability of the SP. Expenses such as ferries and tolls may form part of the claim, but parking fees may not.
- (5). Where a journey is split into 2 or more stages, part PAP may be granted for any individual stage i.e. if 2 consecutive flights are required, the SP may request a part PAP in lieu of the first flight, and then take the official flight for the second stage journey.
- (6). PAP journeys by private motor vehicle will be refunded at the MMA rate plus passenger rates.
- (7). PAP will be limited to a refund of expenses incurred by one private motor vehicle only.

Remember whilst on a PAP journey, you can't claim for night/day subsistence or ferries, you can only claim up to the PAP cap you have been quoted. Terminal travel can also be claimed. PAP applications for SP and family are at Annex A.



- d. **Night Subsistence.** On departure from Istanbul, you are entitled up to six nights in hotel in exceptional circumstance CO EJSU is authorised up to 14 nights stay in a hotel should it be required.
- e. **Welfare flat.** There is no welfare flat in Istanbul.
- f. **Day Subsistence.** If you are booked into a hotel prior to your departure, your entitlement to Day Subsistence is TRY 165.64 per person per day effective from 01 Jul 2020.

SECURITY CLEARANCE (SC)

9. If your new assignment requires you to hold a specific level of SC and you currently do not hold such level SC, you are to get in contact with EJSU PVRO at your earliest opportunity to initiate the required SC process.

APPRAISAL REPORT

10. On receipt of your assignment order, you are to check for any special instructions relating to your Appraisal Report. The NSE does check for this information and will also notify of any such requirements. Should an Appraisal Report is required prior to your departure, the NSE will initiate this report; you are to work with you reporting officers to have the report completed prior to your departure from theatre.

SCHOOL

11. If you have children attending the BISI International School, you are to notify the school's administration of your impending move. This will allow for the recalculation of school fees already paid and if refund in necessary, this is returned to EJSU.

HANDING OVER OF ACCOMMODATION

12. **Pre march out.** You are to arrange a pre-march out inspection with DIO at least 2 months prior to your departure date, a pre-march out is strongly recommended.
13. **Final march out.** You are to arrange a final march out with DIO prior to you departing your accommodation.



MEDICAL AND DENTAL

14. During your time in Istanbul, you and your dependants may have used the local medical and dental facilities. The notes gathered during your visit would not have transferred to the UK automatically. It is recommended that you collect these notes prior to your departure and hand to your Medical Officer/ General Practitioner on your return to the UK or next overseas assignment.

15. At present, you are registered with FCO Healix for medical care. If you are returning to the UK, you are to de-register from the Healix system once you have departed Turkey. If your next assignment is in the overseas space, please check what medical cover is available to you before cancelling your Healix registration.

HGS (Toll)

17. If your HGS account is linked to your bank account, this needs to be closed a minimum of 4 weeks before you close your bank account. This is to be done with the bank. Once you have closed your HGS account with the bank, you can replace this with a 'pay as you go' card from the PTT if needed. The bank cannot close your current account if your HGS account is still in credit. This is because the HGS debits in allotments and if the account has a few TL left, the HGS Company is mandated to refund this and the bank must wait until the money is back in the account which it then pass to the account holder.

OPET

18. To cancel your OPET account, the following actions are to be taken:

- a. Stop using OPET facility four weeks before your intended cancellation date. This is to allow time for the final bill to be processed. Please note from this point you are to purchase fuel Tax paid.
- b. Notify the Family Support Centre of the requirement to cancel OPET account (s), they will contact OPET.
- c. You need to hand back the key rings you use to purchase tax free fuel.
- d. OPET will cancel your account and pass the requirement for final payment to your Bank. The bank will pay the final payment from your current account (or deposit account if you have insufficient funds in the current account). Once OPET have confirmed that the account is closed and the final payment has been taken, you can close the current / deposit bank accounts.



BANK ACCOUNTS

19. The Euros account can be closed at any point, but you will need to consider the processing time for any outstanding NATO travel claims. Your current account may be linked to various direct debits (HGS, OPET, Internet etc.), all of which need to be closed and debts cleared before the bank will allow closure of the account.

INTERNET/PHONE

20. You can cancel your direct debit prior to closing your bank account and maintain having internet access if needed by paying in store or at PTT. Once the account is closed with your service provider, you have to pay your final bill before departing. If you are leaving within the period of your contract, you may incur a financial penalty for ending the contract early, please check with your provider.

RESIDENCE PERMITS

21. Before your departure from Turkey, you are required to provide copies of your dependants' residence permits and passports to the Customs Office. On your departure from Turkey the Customs Office will notify the immigration department of your departure who will then cancel the permits.

ADVANCE OF PAY

22. Service person assigned to, from or between overseas assignments may receive an advance of up to four months' net pay. Please speak to NSE staff in order to complete JPA Form E004 for advance of pay. The completed form needs to be authorised by CO EJSU. It is recommended that you apply for your advance of pay one month prior to your departure from Turkey.

RELOCATION LEAVE

23. You are entitled to up to 10 days relocation leave on your assignment from Turkey. The NSE staff will update the entitlement on JPA upon receiving your Assignment Order. Please note LOA is not payable during periods of relocation leave.

CURRENT ALLOWANCES

23.24. Please inform the NSE about your departure date and also the date you stopped using your car. This is to allow the NSE to stop your Home to Duty Travel and LOA as required to negate the need for any over payment of allowance.



DISTURBANCE EXPENSES (DE)

25. Claims for DE may be submitted 45 days prior to the expected move date.

BFBS

26. Each service person received a BFBS box on arrival; this is to be handed back to the NSE prior to your departure from Istanbul. Any missing/ broken parts or faults with the box are to be reported to the NSE.

BFPO POST

27. Prior to departing, you are to provide the NSE with your forwarding address in order for any mail arriving after your departure can be forwarded to you. You are also reminded to change your mailing address to new address.

GOOD CONDUCT CERTIFICATE FOR SPOUSES

28. If your spouse works in childcare, teaching or a profession that requires a Criminal Record Check. Disclosure and Barring Services may require you to provide a Good Conduct Certificate; In this instant you are to contact the Royal Military Police, details are shown below:

Individuals requiring a Military Police (Good Conduct) Certificates are to email the Vetting Officer (SpecOpsRMP-SPCB-Vetting0Grp@mod.uk or SpecOpsRMP-SPCB-Veting0Grp@defence.gsi.gov.uk) who is located at the Service Police Crime Bureau with the following information for the person requiring the certificate:

- Valid Proof of ID (Either photo page of Passport, photo driving licence). Either scan the document or take a picture using a mobile phone / tablet and attach it to their email.
- Full Name (include any previous names), Date / Place of Birth and current address; or the address they wish the certificate to be posted to.
- The countries and dates they want the certificate to cover (IE Germany August 2001 – August 2016).

Once the information is received it can take anything from 2, to a maximum of 40 days (depending on the country(s) visited) for the certificate to be issued. In addition, the service is provided free of charge and personnel can apply for the certificate prior to returning to the UK.

The address and contact details for the Vetting Officer is as follows:

Postal address: Vetting Officer
Service Police Crime Bureau
Specialist Operations Regiment
Bassett Wilson Building, Southwick Park
Fareham, Hampshire
PO17 6EJ



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Telephone: +44 (0)2392 28 4377

It is also possible to get police good conduct report from Turkish Authorities. Once the spouse has residency permit and able to log in e-government website, the report can be obtained in English. NSE is ready to assist you to get the report.

NO CLAIMS BONUS (NCB)

29. As part of the Armed Forces Covenant, Service Personnel serving overseas are entitled to keep their No Claims Bonus. Please check with your insurer or refer to the armedforcescovenant.gov.uk aff.org or siiap.org for help and advice.

You can also get No Claim Bonus letter from your Turkish insurance company in English. To get the letter, your vehicle has to be deregistered first then NSE can request it from the insurance company.

VISA REQUIREMENTS FOREIGN AND COMMONWEALTH SERVICE PERSONNEL

30. Foreign and Commonwealth Service Personnel should check with the NSE for any visa requirements you and your dependants may need for your next assignment or contact www.aff.org for further advice.

SELLING/ DISPOSING OF VEHICLE IN COUNTRY

31. If you decide to sell your vehicle in Turkey, you can do so to entitled NATO personnel who are not of Turkish nationality. In this case you need to de-register the vehicle in first instant before the new owner can register it in their name. Please approach one of the recommended Traffic Brokers. If you wish to dispose the vehicle other than selling, you must pay a disposal fee which is approximately 850 TRY.

AGILITY CONTACT DETAILS

Agility GRMS
66-68 St. Mary's Butts
Reading, Berkshire
RG1 2LG
U.K.

Main Telephone: +44 (0) 844 282 1465

Email: Self-Pack Service sps@agilitylogistics.com

Overseas or Storage rso@agilitylogistics.com

UK to UK or UK to and from Western Europe ukrsfms@agilitylogistics.com

31. Fax:

32. SPS Fax: +44 (0) 844 282 1467

33. RSO/Storage Fax: +44 (0) 844 282 1468

34. UKRS/FMS Fax: +44 (0) 844 282 1469



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ANNEXES

- A. AUTHORITY AND ENTITLEMENT CERTIFICATE PRIVATELY ARRANGED PASSAGE**
- B. MOVEMENT OF VEHICLE AT PUBLIC EXPENSE**
- C. DEPARTURE CHECK LIST**
- E. PET TRAVEL DOCUMENT**
- F. TRANSFER OF RESIDENCE RELIEF**



**AUTHORITY AND ENTITLEMENT CERTIFICATE
PRIVATELY ARRANGED PASSAGE - SERVICE PERSON**

Part 1 (To be completed by applicant)

Rank Initials Surname Number

Branch/Trade _____ Date of Birth _____

Present Duty Station _____

New Duty Station _____ Date due to arrive _____

1. Date of Channel crossing (if applicable): _____

2. Intended date of departure from present duty station: _____

3. I shall be accompanied by: _____

4. Full details of proposed method of travel and itinerary (with contact addresses, if known):

5. Leave address in the UK (From _____ To _____):

6. I request authority for a PAP in accordance with JSP 752 Chapter 4 Section 8.

7. I understand that it is entirely my own responsibility to make all arrangements for the journey, without recourse to a Service movements organisation, including the provision of a passport (see paragraph 04.0812), and any transit or tourist visa(s) that may be required for travel in countries en route to the new duty station, foreign currency, etc, and that I am to arrive at my new duty station by the date given above.

8. I also understand that all expenses incurred in travelling by private arrangements are initially my own responsibility and that the payment of any subsequent reimbursement from public funds will be governed by the terms of current regulations.

Date _____ Signature _____

Part 2 - Unit Authorisation PAP for SP

9. I certify that:

a. No MOD Charter or RAF operated aircraft, or commercial flights on which MOD has block booked seats, are flying between the 2 locations on the date requested.

b. The Service person is entitled to a passage at public expense from _____ (Place of departure) to _____ (Place of destination).

c. The arrangements made for the journey are considered to be adequate.

d. To the best of my knowledge, the particulars given above are correct.

10. I authorise the requested PAP, for a claim limited to a maximum sum of £ _____

Authorisation by Commanding Officer:

Signature _____

Name _____

Appointment _____

Date _____ Rank _____

This completed certificate is to be retained by the Service person to support any subsequent claim for reimbursement of PAP expenses from public funds.

Distribution:

Original: Returned to Service applicant.

Duplicate: Retained for unit records.

Note: Any official travel already booked for this authorised privately arranged passage is to be cancelled immediately by the unit HR admin staff.



**AUTHORITY AND ENTITLEMENT CERTIFICATE
PRIVATELY ARRANGED PASSAGE - IMMEDIATE SERVICE FAMILY**

Part 1 (To be completed by the applicant)

Rank Initials Surname Number

Branch/Trade

Date of Birth

Present Duty Station

New Duty Station _____ Date due to arrive _____

Current Assignment expiry date _____

1. Immediate family members proposing to travel:

a. *Spouse/Civil Partner

(State: "Spouse/Civil Partner", or "Spouse/Civil Partner only" if no children, "Intended Spouse/Civil Partner" or "Widower/Widow/Surviving Civil Partner" as appropriate)

Name & Initials _____

b. Children. (If child is expected stated "Expected" and date. If none, state "None")

Sex Date of Birth Name & Initials

c. Dependent relative (state name, sex and relationship):

***d. Others (specify):**

2. Present address of the immediate family:

3. Details of proposed travelling arrangements:

a. Journey: From: (Place) (Date of Dep)
To: (Destination) (Date of Arr)

b. Method of travel: _____

c. Itinerary: (If by land state countries through which the immediate family will travel, and places and dates of overnight stops):



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4. Certificate. I certify as follows:

- a. Tickets/confirmation of booking for the journey will be obtained from (agent's name and address):
- b. Arrangements for transport and accommodation for the journey *will be/have been made with (state name and address of motoring/travel organisation):
- c. My immediate family is in possession of sufficient funds to meet the cost of the journey.
- d. My immediate family will be in possession of sufficient funds to maintain themselves throughout the journey, including foreign currency.
- e. Insurance, passports and any necessary transit or tourists visas *have been/will be obtained for each member of my immediate family, to cover travel in countries en route to the new duty station.
- f. All members of my immediate family are medically fit to reside at their intended destination.
- g. I have read and fully understand the provisions of JSP 752 Chapter 4 Section 8.
- h. I understand that I shall be entirely responsible for making all the arrangements for my immediate family's journey, and that they travel at their own risk and expense throughout; further, that no assistance will be given by the Service Movement Authorities for the provision of accommodation and food en route.
- *i. I understand that approval of private arrangements for my immediate family's passage will, where appropriate, also be subject to their call-forward to my overseas station.

Date _____ Signature _____

*Delete inappropriate item.

Part 2 - Authorisation

5. I certify as follows:

- a. To the best of my knowledge, the particulars given above are correct.
- b. All members of the applicant's immediate family are entitled to passage at public expense (*except his/her child(ren) over 18 years of age, *his/her dependant relative, and *his/her children's nurse) from _____ (place of departure) to _____ (Place of destination).
- c. All members of the immediate family are medically fit to reside at their intended destination.
- d. The arrangements made for the journey are considered to be adequate.
- e. *The call-forward of the immediate family has been authorized.
- f. No MOD Charter or RAF operated aircraft, or commercial flights on which MOD has block booked seats, are flying between the 2 locations on the date requested.

*Delete inappropriate item.



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6. If travelling together, details of the maximum allowable PAP claim for family members are to be included within the PAP quote for the SP). If family members travel independently, their PAP claim is limited to a maximum sum of £_____

I authorise the requested PAP

Authorisation by Commanding Officer:

Signature _____

Name _____

Appointment _____

Date _____

Rank _____

This completed certificate is to be retained by the Service applicant to support any subsequent claim for reimbursement of PAP expenses from public funds.

Distribution:

Original: Returned to the Service applicant.

Copy 1: To DPRC together with F/Mov/564.

Copy 2: Retained for unit records.



ANNEX B TO UK NSE ISTANBUL
DEPARTURE GUIDE DATED 05 MAY 20

Defence Instructions and Notices	
(Not to be communicated to anyone outside HM Service without authority)	
Title:	Movement of Private Vehicles at Public Expense
Audience:	All Service and MoD Civilian Personnel
Applies:	1 January 2016.
Expires:	When rescinded and instructions have been updated in JSP 800.
Replaces:	N/A
Reference:	This Section is completed by DDC Internal Communications
Status:	Current
Released:	This Section is completed by DDC Internal Communications
Channel:	04: Defence Equipment and Support and the Defence Estate
Content:	Changes in the application process for the movement of vehicles at public expense.
Sponsor:	DE&S CMO
Contact:	
Keywords:	Relocation Allowances; Relocation and Transfer Allowances; Relocation Services;
Local Keywords:	Private Vehicles; MSS GRMS;
Supplements:	<u>Annex A: Movement of Private Vehicles Application Form</u>
(Please click on the links to access >>>>)	
Related Info:	<u>JSP 752</u>; <u>JSP 800</u>; <u>Agility GRMS (www)</u>
Classification:	OFFICIAL



Introduction

1. Currently all Movement Requests for Private Vehicles are approved at the appropriate level by the Unit Admin Office and then countersigned by Team Leidos GRMS to authorise/not authorise Inland Haulage under contract. The form is then forwarded to the Global Removals Contractor (Agility Logistics Ltd) for them to make the appropriate movement arrangements.

New Administrative Procedures

2. With effect from XX XXX XX there will be no requirement to send the form to Team Leidos GRMS for countersigning. The approval provided at Part 6 will be the Unit's authorisation that an entitlement exists and, where applicable, an entitlement also exists for Inland Haulage. JSP 800 will be amended at the next update to reflect the following:

'Movement of Private Vehicles. Service personnel or Civil servants moving on permanent assignment (for more than 12 months) to a Small Station may be entitled to have their vehicle shipped to their new overseas station at public expense. Details of eligibility and entitlement are contained in the JSP 752 for Service personnel and from DBSI for Civil servants. Applications for Vehicle Movement should be authorised at Unit Admin Level (to ascertain entitlement) and submitted direct to the Contractor by the individual requesting the movement service. This scheme must not be used as a private repayment service for in lieu of non-entitlement. Personnel wishing to move privately owned vehicles outside the scope of entitlement should seek indulgence advice from local movement agencies or make private arrangements through a Freight Forwarding Company'.

3. A revised 'Movement of Private Vehicles Application Form' is at the Annex and is to be used with effect from 01 JUL 2016

Agility GRMS
66-68 St. Mary's Butts
Reading, Berkshire
RG1 2LG
U.K.

Main Telephone: +44 (0) 844 282 1465
Email: Self Pack Service sps@agilitylogistics.com
Overseas or Storage rso@agilitylogistics.com
UK to UK or UK to and from Western Europe ukrsfms@agilitylogistics.com

Fax:
SPS Fax: +44 (0) 844 282 1467
RSO/Storage Fax: +44 (0) 844 282 1468
UKRS/FMS Fax: +44 (0) 844 282 1469



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APPLICATION FOR MOVEMENT OF VEHICLE AT PUBLIC EXPENSE

After completion of Parts 1 to 6 this form should be sent to the Contractor using the contact details on the Agility GRMS website.

PLEASE USE BLACK INK AND CAPITAL LETTERS

PART 1 DETAILS OF APPLICANT *(to be completed by the applicant)*

Service / Staff No:	
Name:	
Rank:	
Assignment Authority:	

Please tick as applicable: RN RM ARMY RAF CIVILIAN

PART 2: TYPE OF VEHICLE *(To be completed by the applicant)*

Vehicle Type: i.e Car			
Vehicle Make and Model:			
Vehicle Colour:			
Year of Manufacture:		Engine c.c	
Registration Number:			
Chassis No/VIN (USA Use Only)			
Value (£):			



PART 3 CONTACT DETAILS *(To be completed by the applicant)*

These contact details are where either you or your family can be contacted in case the shipping agent has any queries regarding your application.

At present location until (Date):		At new location from (Date):	
Civilian Tel No:		Civilian Tel No:	
Civilian Fax No:		Civilian Fax No:	
E-mail address:		E-mail address:	

PART 4 VEHICLE SHIPMENT DETAILS *(To be completed by the applicant)*

Requested Point of Collection (Port, warehouse, depot, station):	
Preferred Collection Date:	
Requested Point of Delivery (Port, warehouse, depot, station):	
Preferred Delivery Date:	

PART 5 ACCEPTANCE OF CONDITIONS *(To be completed by the applicant)*

I confirm that:

- I will complete all the appropriate documentation and carry out all necessary vehicle preparations within my responsibilities as advised by the shipping contractor.
- I declare that no items, as detailed in the prohibited items list, or items not ancillary to my vehicle, will be placed or left in or on my vehicle.
- **I agree to refund the MoD any costs incurred as a result of my failure to comply with my responsibilities in relation to the movement of my vehicle at Public Expense.**
- **The information given on this application form is, to the best of my knowledge, correct.**
- **I certify I have read, understood and accept the above conditions and request that any monies payable to the MoD be reclaimed through my salary by the following method:**
Lump Sum OR Instalments

Signed:Date:

Name: Rank:.....



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PART 6 UNIT AUTHORITY *(to be completed by Current Unit, Ship or Station Admin Staff)*

I confirm that the applicant is entitled to move their vehicle at public expense and that they are/are not entitled to Inland Haulage.

Signed:

(to be signed by OR9 or above)

Name:

Rank:

Date:

UNIT STAMP



LEAVING ISTANBUL DEPARTURE GUIDE

CHECK LIST

Have read the Leaving Istanbul on Assignment Guide - CAN 2.3	
Applied for quarter/single accommodation at new unit e1132	
Applied for movement of furniture/storage - grms.agility.com	
Applied for shipping of vehicle - grms.agility.com	
Applied for Transfer of Residence relief to the UK.	
Booked temporary accommodation/hotel on departure - EJSU Travel form.	
Booked temporary accommodation/hotel on arrival at new unit - HRG.	
Applied for departure flight or PAP (min 6 weeks notice) - EJSU Travel form.	
Entered relocation leave on to JPA (LOA not paid during relocation lve).	
Applied on JPA for Disturbance Expense Claim Allowance (JSP 752 Ch12 Sect1 - 45 days prior to the expected move date)	
Arranged pre-move out and move out visits with Istanbul DIO rep	
Cancelled HGS toll road – 1 month.	
Cancelled OPET Tax Free fuel with HNCC – 3 weeks.	
Informed NSE of OPET cancellation to receive HDT Tax Paid	
Closed bank account.	
Cancelled phone/internet and paid final bill.	
Informed NSE of next address for forwarding of mail.	
Informed NSE of date for ending HDT	
Informed NSE of date for ending LOA on departure from country	
Completed the Out Processing LC Form 70B - G1 &	
Returned NATO and Turkish ID cards/passes.	



Travelling with Pets:

When taking your pet out of Turkey you are advised to visit your vet for further information and advice on the regulations on travel as the process detailed below is for guidance only and may change. You are also advised to look at the following websites for information:

www.madeeasierguides.org

www.overseasguidescompany.com

[LANDCOM FB Page – ask to be added as this is a closed group](#)

Under the new rules a pet from an unlisted country – such as Turkey - whether directly or via a non-EU country, will be allowed to enter the UK without quarantine as long as they meet the EU entry requirements:

The pets need to be identified by a microchip, be vaccinated against rabies, have a blood sample taken by an authorized veterinarian at least 30 days after vaccination and three months before travelling to an EU country; have a blood test result from an EU-approved laboratory showing the rabies antibody titre was equal to or more than 0.5 IU/ml and be accompanied by a certificate issued by an official veterinarian certifying compliance with the above requirements.

Between 24 and 48 hours before being checked in to travel to the UK, your pet must be treated against ticks and tapeworm. This will also have to be recorded on an official certificate of treatment signed by a vet. You can do this via any European country.

Pets travelling from a non-European PETS country (and from Cyprus via Turkey) must travel in a sealed container. In addition, you will be required to sign a declaration that the pet has been resident in one of the eligible countries for the past six months. This effectively means that all the requirements can be met in Turkey and then owners and their pets can be back in the UK within four months.

The UK Department of Environment, Food and Rural Affairs states that as pet travel rules for entry to the UK will be the same as the rest of the EU, there is no advantage in entering another EU country before onward transfer to the UK i.e. to avoid quarantine.

The paperwork and inoculation costs of taking a pet back into the UK will cost in the region of £300, while the cost of a crate for travelling depends on the animal's size and the flight price depends on the animal's weight.

For more information, the Department for the Environment, Food and Rural Affairs (Defra) operates an export helpline on 44 (0)207 904 6347.

One of the many airlines that is approved to carry pets is Turkish Airlines and it outlines the necessary procedures on its website: <http://www.turkishairlines.com/en-int/travel-information/baggage/procedures-for-transport-of-pets>

Your pet may be put into quarantine for up to 4 months if you don't follow these rules - or refused entry if you travelled by sea. You're responsible for any fees or charges.

Before you travel

Check if the company you're travelling with:

will accept your pet for travel - and how many they'll accept if you have more than one

needs any proof that your pet is fit and healthy to travel, for example a letter from a vet or certain information in your pet passport



TRANSFER OF RESIDENCE RELIEF

In order for your effects to be customs cleared into the UK, you must complete an application to obtain authorization for Transfer of Residence relief to the UK.

Please note that authorization can take 7-10 days or even longer so please make sure to put your application in early as we will not be able to arrange the shipping of your effects until we have received your authorization number.

The New application form is called 'ToR01' and is a form that has to be completed online and then printed off and signed and should be sent to the National Clearance Hub, (HCH) with all supporting documents to prove qualification for the relief.

Online form:

<https://www.gov.uk/government/publications/application-for-transfer-of-residence-tor-relief-tor01>

The application form and supporting documents should be signed, dated, scanned and sent by email to: nch@hmrc.gsi.gov.uk

We ask you to note that HMRC request proof that applicants qualify for the relief, examples of documents that may be required are suggested later in this document.

Basic Conditions to qualify for Transfer of Residence Relief

To obtain the relief you must:

- Be moving from a country outside the European Union (EU) to the UK, in order to live in the UK. You are thereby transferring your normal place of residence to the UK
- Have lived outside the EU for at least the last 12 consecutive months
- Have used and had possession of the goods for at least the last 6 consecutive months
- Have used the goods and are going to continue using them in the new place of residence in the UK for at least the next 12 months
- Be importing the goods within 12 months of coming to live in the UK
- Not lend out, pledge, give away, hire out or transfer the goods within the first 12 months after the date on which they were imported



The relief does not apply to:

- Alcoholic beverages
- Tobacco and tobacco products
- Commercial vehicles
- Articles for use in the exercise of a trade or profession, other than portable instruments of the applied or liberal arts

The following documents are examples could/should be enclosed with your application:

- A copy of your passport, including your visa if necessary
- Proof of registration, this document should show you have taken up residence in the UK and the date on which you did so. You may also send some other, comparable document which provides reasonable evidence for this purpose
- Two signed lists of goods. State the goods you wish to import on this list.
- Invoices, proofs of guarantee etc. for the goods you wish to import (commercial documents)
- Proof of ownership of any Motor Vehicles, Invoice Purchase Receipt, Copy of Registration Documents and proof of use for 6 months such as Service bills insurance or Local Vehicle Tax documents

Enclose copies of any documents which show you are going to live in the UK, for example:

- Your employment contract
- Your employer's statement
- Your work permit
- Your tenancy or purchase agreement for the home you plan to live in

HMRC are looking for evidence to support how long you have owned these goods, so they are requesting proof of purchase receipt / guarantees to confirm the period of ownership. We suggest you should just do the most obvious higher value items in your consignment. HMRC when assessing your ToR01 form will consider the inventory of goods you have listed and if they decided that you have an item of potential higher value listed on an inventory for which they have not received any evidence to show period of ownership then HMRC will request further evidence from you to be able to continue and process your application further.

Most obvious items that may be considered to be of a Higher Intrinsic Value could be; Motor Vehicles, Bikes, Quad bikes, Boats, White Goods / Household appliances, TV's, HiFi, Jewellery, Computers, Electronic Gaming Devices, Tablets, Large Household Furniture, Antiques, Works of Art, Designer Label Goods.

If HMRC need further information to support your application they will request this but of course this may delay the application and approval so try and provide what you can first time.

Successful Approval by HMRC:

You will be sent an approval notification by HMRC this will contain an **Authorization Number**. This authorisation number together with the email/letter received from HMRC must be provided to White and Company and the supplier who has been tasked with your collection so that when your



Consignment arrives at UK Port the final declaration can be completed with UK Border Force and HMRC.

Any goods not approved or that are excluded from ToR01 Relief under the approved ToR01 will be declared separately and any VAT and duty has to be paid in order for ALL your goods to be Customs Cleared at the UK Port, see below note. It is only when ALL your goods have been Customs Cleared that release and delivery can be finalised.

NOTE – Goods Excluded from ToR Relief

If you have goods that are excluded from relief you will need to complete a list of these items. You must give full description of each of the items and individual values, on no account should you include wines and spirits or tobacco or any other items on the prohibited items list. All items must be given a value – Not an Insurance Value as it should be an intrinsic value. This list will be used to assist in making calculations to establish how much Import Duty, Excise Duty and VAT would be applicable.

Further information about Transfer of Residence Relief is available from:

<https://www.gov.uk/guidance/customs-clearance-for-transfers-of-residence-to-the-uk-and-eu>

Or google 'transfer of residence relief UK' and usually the first link will be the HMRC site. There is a link on this page to Notice 3: 'bringing your belongings to UK' or follow the link below which give full details of the Conditions / Regulations of ToR01 relief:

<https://www.gov.uk/government/publications/notice-3-bringing-your-belongings-pets-and-private-motor-vehicles-to-the-uk-from-outside-the-eu>

Or google 'Notice 3: bringing your belongings' –