

Relocation Checklist

The employment contract

- Date of relocation.**
Please leave time for arrival in Denmark, at least 2-3 days before start of work to get to know the destination and get general information on Housing, Transport, Shopping etc. with the Gateway to Denmark consultant
- Duration of the assignment**
- The monetary remuneration package**
The yearly pay split-up into number of months + allowances if any. Other allowances like a special relocation allowance/lump sum, cost of living compensation, free lodging, compensation for loss of spouse income etc. as well as the frequency of the payments.
- Currency**
It should be lined out in which currency the remuneration and allowances are calculated and in which currency it is paid out. Please note that in case another currency than Danish Kroner, DKK, applies to put in a clause to secure against fluctuation in exchange rates to avoid that the remuneration at some point does not meet the conditions of the special expatriate tax of 25 %.
- Bonus etc.**
The contract should state to which extend you are entitled to profit sharing, bonus or commissions from the local employer/company or you are still part of the scheme of the branch you are employed by today. Also should it be taken into consideration if you have access to acquiring stocks or shares, stock options or warrants.
- Security against inflation**
The part of the remuneration that is estimated to cover living expenses and savings may be hedged in case another currency than DKK applies.
- Pension scheme**
Make decision on what needs to be arranged for with you present pension scheme in the US and the kind of pensions scheme you are offered with your Danish employer. This is very important in terms of taxes, continuation after repatriation etc.
- Car arrangement**
*If the employer does not provide a free company car for you, it is possible to get the kilometres you drive for the company reimbursed by the employer with a fixed amount per kilometre. Cars in Denmark are extremely expensive. But there are two options for expatriates to pay the registration tax, please see below.
If the company provides a company car for you this must be stated in the contract stipulating the conditions in terms of use, insurance cover etc.*
- Training/courses related to the transition**
Language, cross-cultural training etc. for employee and spouse before relocation and after arrival in Denmark.
- Travel expenses**
Expenses for air tickets for employee and spouse: tourist, business or 1st class ticket. Perhaps separate ticket for the spouse is needed if not arriving at the same time. Overweight how much and who is paying.
- Working hours and vacation**
Must be stated in the contract not just with a reference to the collective agreement
- Reservations**
Could be that all official permits will be obtained as planned such as work and residence permit
- Resignation**
Term of notice, repatriation, which law applies etc.
- Confidentiality and trade secrets**
- Own and close family's illness**
The right to paid absence in case of sickness, notification of employer, doctor's certificate. Home travel and absence.
- Force Majeure**
What do you do if in or external circumstances occur in the transition country which entails that the assignment cannot be completed or is completed before it was planned. Economical, political and other circumstances make it necessary to leave the country etc.
- Temporary relocation during the transition**

INITIAL PREPARATIONS

- Work and residence permit**
Gateway to Denmark will assist you and prepare the necessary documentation and cover letter in co-operation with your Danish employer. We will get in touch with the Danish representation/embassy and follow up on the application
- Provide all necessary documentation for living together as a non-married couple**
Such things as a joint bank account, joint lease agreement or deed, joint travel account, family photos etc. will serve as documentation for that you live together
- Fill in Gateway to Denmark questionnaire**
*The questionnaire can be found on our web site: http://www.gateway2.dk/contactus_form.html
Provide Gateway to Denmark with details about your housing requirements and your spouse, i.e. name and date of birth.*
- Check your passports for expiration dates**
Consider renewing your passport and those of all accompanying family members. These should be valid, at least, until your next return to your country.
- Prepare your personal relocation plan**
- Get the Gateway to Denmark Arrival Guidebook**

PRE-ARRIVAL PREPARATIONS

- Collect as much general information about life in Denmark, area maps etc.**
- Discuss needs and requirements for the new home in Denmark with your relocation agent**
- List your questions on all disputed matters and forward to relocation consultant**
The easiest way is to e-mail us your questions

HOME

New

- List your requirements for the new home**
You can give us the details in the questionnaire mentioned above
- Provide temporary accommodation**
In case you cannot move right into your new home we find a temporary, furnished place for you to stay
- Locating house or flat for rent or for sale**
- Plan viewing schedule**
- Accompany client to selected housing options**
- Home finding and negotiations in absence of the client**
In case you will not be present during this process we might take digital pictures of the homes we find and forward to you by e-mail
- Prepare a summary of the lease agreement once the right place has been found**
Gateway to Denmark provide you with such a summary of the new lease
- Mortgage service institutions, insurance companies and surveyors**
- Procure cleaning services, architects, builders, painters, decorators and gardeners**
- Hand over meeting**
Gateway to Denmark takes part in the hand over meeting on the take-over date. We make sure that a move-in report is prepared and signed by all involved parties. The report serves as documentation of the state of the property at take-over. The report is needed to establish and secure the tenant, when the property eventually is handed back.

Current home

- Put you current home on the market for sale/rent**
- Get all meters for utilities read and reported to the supplier of electricity, gas, water**
- Cancel delivery of cable-TV and radio, newspapers and magazines, phone and internet**
- Terminate insurances**

OFFICIAL PROCEDURES AND REGISTRATIONS

- Get advise from Gateway to Denmark and the company on official registration and permit procedures**
Gateway to Denmark will inform you about the procedure and provide you with forms and a cover letter to go with the application
- Prepare the requisite paperwork**
- Make appointments with authorities**
- Get escort to registration appointments**
- Be advised on customs clearance for cars and household goods**
- Deal with local authorities**

MOVING

- Provide quotations from moving companies and removal management**
The moving company will carry out a pre-move survey to measure and access the volume of you household goods to be moved. You should plan according to the fact that it takes 6-8 weeks for your household goods to arrive in Denmark after being loaded. Gateway to Denmark will manage your removal into the smallest details
- List the things to be moved to the new destination and decide what to do with the rest**
- Schedule a moving sale for items you won't move.**
Donate other items to charitable organizations or give away
- Get advice on customs and import duties**
- Assess the need of storage facilities**
- Advise on importing of cars, pets and electrical appliances**
Please let us know what you intent to bring so we can guide you. Please note that electrical voltage in Denmark is 220 v, thus adapters/transformers are need where the voltage cannot be changed on the devise. American televisions are no good in Denmark as they are usually not compatible
- Registration formalities such as water, gas and electricity**
- Prepare new house for occupancy: arrange utilities, telephone installation, Internet access and furniture delivery**
- Prepare a "Valued Inventory List" of all household goods and personal effects being moved. Fill the inventory in while being as precise as possible.**

MOVING DAY !

Put away all important documents and articles of value (passports, airline tickets, cash, travel addresses, destination country contact details, portable computers, phones, keys etc.) that you wish to carry personally. This will avoid having them packed accidentally.

CHANGE OF ADDRESS

- Inform your local authorities (Condominium Association etc.) of your forthcoming departure.**
- Inform the various organizations of your forthcoming change of address. Transfer your subscriptions or cancel your contracts.**
- List all your friends' and family's addresses and phone numbers and inform about your transfer and new address in Denmark**

EDUCATION

- Arrange arrival seminars and cross cultural training**
- Provide information and advise on Danish language lessons for both employee and spouse**
In Denmark all newcomers have the right to language lessons in Danish free of charge. However, normally there is a waiting list of two to three months. Thus to speed up and intensify the process, Gateway to Denmark can arrange for private and specific tuition in your home or at work.
- Advise client on evening schools and full-time study programs available at the University**

HEALTH

- Explain the Danish health system**
General information on this can be obtained from the Arrival Guide from Gateway to Denmark
- Advise on medical insurance**
Basically all treatments are free of charge in Denmark. But it still might be a good idea to be additionally covered by a private health insurance
- Take out an international health insurance**
Must cover you and your family during the first 6-8 weeks after arrival.
- Renew all your prescriptions**
Ask your GP, dentist, ophthalmologist and any other specialists to renew all your prescriptions so that you can continue your treatment abroad. Do not forget to ask for your medical files.
- Recommend and direct to family doctor, dentist, specialists, physiotherapists, opticians etc.**
- Identify local hospitals, municipal and private hospitals and clinics, emergency facilities and chemists**

PERSONAL FINANCE

- Prepare financial overview incl. tax calculation**
- Provide overview of Danish tax system and recommend professional tax advisors**
- Provide information on Danish banking system and services; credit cards, cash and payment cards, cheques, bank and mortgage loans, payments and foreign money transfers, currency exchange, types of accounts, etc.**
Gateway to Denmark will as one of the first things after arrival escort you to a bank and arrange for you to get a bank account and order payment and credit cards etc.
- Advise on household, health, property and life insurance**
If you plan to buy or lease a car in Denmark, we recommend you to get a statement from your current insurance company about your driving record, claims etc. for the past 5 years

PUBLIC TRANSPORT AND MOTORING

- Provide overview of public transport, the zone system, tickets, fares, timetables and route numbers**
- Inform about driving in Denmark; speed limits and fines, seatbelts, give-way duties, road numbers, parking zones, etc.**

*You must exchange your driver's licenses with a local driving license. No practical /theoretical driving test is need
In all cases, keep your actual driving license with you.*
- Provide local and national road maps and advise on how to get about**
- Find out the easiest way between new home and place of work**
- Exchange your foreign drivers license with a Danish driving license**
- Discuss car rental, leasing or buying options**

In Denmark there are generally two options two pay the registration tax on a car. You can pay in instalments of one percent per month on a quarterly basis (with 3% + 1½ % per quarter) This scheme runs for 8½ year thus if you only own the car for 3 years you save approx. 5/8 of the total tax. The other option is to pay the total registration tax in cash and then claim back the tax (the depreciated value) when you export the car to another country.
- Calculate car costs; financing, operating costs, insurance, taxes and parking, etc.**
- Advise on cycling in Denmark and provide maps of special cycling routes**

SOCIAL LIFE

- Arrange social events and introduce client or spouse to social clubs**
- Identify sports and health clubs, swimming pools and other leisure facilities**
- Identify local libraries, community centres and local authorities**
- Provide information on art, music, dance, theatre and other cultural events**
- Acquire season tickets and annual museum cards**
- Provide media advise; TV, radio stations, foreign newspapers and magazines**
- Inform about food and household shopping facilities**
- Recommend restaurants, take-away and catering services**
- Identify local places of worship**