

## International Shipment Policy

Congratulations! We are pleased that you have accepted an overseas assignment and look forward to working with you throughout your relocation.

We highly recommend using the web site: [www.state.gov](http://www.state.gov) for any questions and concerns you may have regarding your safety, etc., as you travel back and forth overseas.

The purpose of our policy is to do what is reasonable. Reasonable does not include “multiple” sets of furniture, goods for resale, excessive amounts of floor coverings of all types, etc. All items in your shipment(s) must be for your personal use only.

3M will not pay expenses related to the shipping of alcohol (i.e. wine, beer, liquors or spirits) in your air, surface or sea shipments of household goods and personal effects.

For clarification on the laws governing export/import of alcoholic beverages, please visit the web site [www.ustreas.gov](http://www.ustreas.gov)

Shipping Policies for personal effects and household goods apply whether this is your first move, a return move, or a sequential move. The method of transportation and allowance is based on your specific assignment type. Your move coordinator will counsel you on the type and size of shipment that your assignment dictates. The current policy addresses size limitations for both air and ocean shipments. Please pay close attention to the following allowances.

### Airfreight Shipment Allowances:

**1-2 people moving:** 1 “D” container with outside dimensions of 58” x 42” x 45”. This is the equivalent of 62 cu. ft. or 1.8 CBM. Your allowance is determined by space. Items that do not fit into this container will have to go into your sea shipment, provided you are allowed a sea shipment.



**3 or more people moving:** 2 “D” containers or up to 124 cu. ft. or 3.6 CBM. The allowance is determined by space.



Please keep in mind these airfreight containers are tri-wall corrugated boxes, not wooden crates. They are not designed to ship furniture or large bulky items. Limit the airfreight to your immediate interim needs such as clothing, shoes, small recreation items, linens and kitchen effects. Clothing will arrive in the same condition as if packed in your suitcase. Clothing highly susceptible to wrinkling would not be suitable for this unaccompanied air shipment.

**Office Items:** Business documents should move through 3M interoffice mail. If you opt to bring home small office momentous, placards and such, these items will count against your total volume allowance. Office items will not be picked up or delivered to your office by the moving company.

We strongly recommend taking personal vital documents with you. Unaccompanied personal effect air shipments should not contain any sensitive or important documents.

NOTE: Door-to-door transit times for unaccompanied air freight shipments is approximately **14-28 days**. This time frame includes packing, inland transportation (at origin and destination), export and import customs clearance, air travel and residence delivery.

**Global security protocols have impacted transit times for unaccompanied air shipments. Your shipment could be delayed due to a number of factors related to global security which are out of your control or that of the moving company. Take full advantage of the amount of accompanied luggage and carry-on luggage allowed by your airline.**

**Ocean/Surface Shipments:**

When planning your ocean/surface shipment, consider climatic differences (especially moves between the northern and southern hemisphere), living accommodations, access to your residence, cultural differences, electrical currency and broadcast bands.

Prior to your move, discard any household items that have outlived their usefulness, or have not been used in the last two years. Electronics and appliances deteriorate faster than furniture; consider selling or donating these items.

**Ocean/Surface Allowances:**

**For All Ocean/Surface shipments the allowance is:**

Ocean and Surface shipments will be limited to one 40-foot container. The Maximum available volume is 2,358 cu. Ft. or 67 CBM.





When preparing for your shipment, it is important that you follow international shipping regulations and restrictions. The rules that apply in your host country will override any allowances or 3M policy restrictions. However, you are required to follow the 3M policy as it pertains to allowable items and billable services.

Violations of 3M's policy or the law, which restrict household good shipments, are not tolerated. In the event the appropriate 3M personnel confirms that you have violated the law, or 3M's policy, 3M will invalidate and cancel any/all 3M's association with your shipment. You will be re-billed all expenses associated with arranging and affecting the shipment.

### SHIPMENT CONTENTS IN GENERAL

The air and surface shipments incorporate household goods and therefore must be compliant with the host country rules for restricted or prohibited items. There is a list, further down in this section that outlines items that 3M prohibits in your unaccompanied personal effects shipment. Please respect this list keeping in mind that some of these items may damage other household goods in your shipment or cause issues with customs clearance and eventual delivery to your home.

It is now prohibited to ship any consumables and alcoholic beverages in either your unaccompanied air shipment or ocean/surface shipments. The Bio-Terrorism Act prohibits the movement of food by non-licensed Food Handlers. Your moving company is not a licensed food handler. **DO NOT INCLUDE FOOD OF ANY KIND, INCLUDING PET FOOD, IN ANY OF YOUR SHIPMENTS.**

The moving company is **NOT LICENSED TO MOVE PRESCRIPTION MEDICINES, DIETARY SUPPLEMENTS, NARCOTICS OR ANY OTHER CONTROLLED SUBSTANCES.** These items need to be moved by you or your prescribing physician. Make sure you have prescriptions for all items and please use your incidental allowance to cover these expenses.

3M will not pay for the shipping of farm-related equipment, hobby items, tools of trade, and the following:

- |                               |   |
|-------------------------------|---|
| All pressurized tanks         | Ammunition  |
| Autos                         | Boats   |
| Bonds                         | Building Materials                                |
| Cleaning agents, bleach, etc. | Controlled substances                             |
| Corrosives/Poisons            | Excessive amounts of floor coverings of all types |
| Dietary Supplements           | Explosives  |
| Medicines                     | Fire extinguishers                                |
| E-Cigarettes                  | Food of any type for human or animal consumption  |
| Firearms                      | Firecrackers/Fireworks                            |
| Firewood                      | Flammables  |
| Frozen Foods                  | Goods intended for resale                         |
| Goods of other 3M employees   | Goods that do not belong to you or your family    |

Items for resale	Matches
Money	Motor homes
Motorbikes, motor cycles, ATV's	Multiple sets of furniture
Narcotics	Paint or stains
Perishables	Plants
Propane tanks for grills etc.	Recreational vehicles
Riding lawn equipment	Switchblade knives/flick knives
Trailers (campers/utility)	Prescription Medicine

### **Surface/Ocean Shipments only:**

Be selective in what you choose to ship **by surface**. Discard any household items that have outlived their usefulness. The time of year and the country to which you are moving will help you determine your moving needs. The containers are not climate controlled and furniture can be impacted by changes in heat and humidity.

Although these differences can often be overcome through the use of transformers, you will want to weigh the pros and cons of shipping appliances as they do not travel well. Many countries restrict and/or assess duties and taxes on appliances which will be your responsibility. UNIRISC Insurance may not cover damage or loss unless there is a clear exception made at the time of delivery. Mechanical derangement is not covered in the UNIRISC Insurance Policy.

NOTE: Door-to-Door transit times for surface shipments can vary greatly depending upon where and when you are moving. Please verify all transit schedules with your Allied International moving coordinator.

### **Storage of Household Goods:**

Company paid storage of household goods while you are on assignment is not automatically approved. This benefit, IF APPLICABLE, is determined by your assignment type. If storage is not a benefit per your assignment type, and you choose to store your goods with the moving company, the charges will be your responsibility.

Please contact your Allied International Moving Consultant for clarification if you are considering storage.

### **INSURANCE:**

3M Company is self-insured and uses UNIRISC to process damage claims on air and surface shipments along with household goods placed in storage. Do not discard or repair any damaged items without prior approval from UNIRISC. File your claim as soon as possible. UNIRISC should receive notice of your intent to file a claim within 120 days of your delivery date.

### **FILING YOUR CLAIM ON LINE:**

- 1.) Go to the Internet, type in: <http://www.unirisc.com>
- 2.) On the UNIRISC Home Page click on **Submit Claim**
- 3.) At the Account Login – Enter your 3M External E-mail Address 4.) For



your password use the word – claims (all in lower case)

5.) Click on **Register**

6.) Complete the “Create a new Account” information 7.)

Enter RC5237 for your Company Code

8.) Enter your password – claims

9.) For your confirm password enter – claims 10.)

Click on the Register and sign in Now

11.) Proceed by following the instructions provided

This is a quick and easy way to submit your claim and trace the status of your claim after you submit it. (Make sure you write down your reference number.)

Additional insurance is not required. 3M Company provides full value transit protection for your goods during shipment by air and or ocean/surface.

### **UNIRISC, Inc.**

Email: [flclaims@unirisc.com](mailto:flclaims@unirisc.com)

### **Valuables:**

The following items often require special packing, higher security, special documentation, and extra insurance. These items are potentially subject to the foreign exchange control laws, and high customs duties.

Prior to considering shipping any goods listed below, please contact the foreign consulate and your local HR/Transportation person listed on page 1 of this policy. Please find the appropriate consulate at the following website [www.embassy.org](http://www.embassy.org)

Some high value items may not be suitable for standard relocation services provided by a moving company. In the event you wish to have these types of items moved go to [www.brinks.com](http://www.brinks.com). These arrangements and subsequent charges are your responsibility.

Antiques

Art/sculptures

Cameras

Coin collections

Furs

Jewelry

Ivory

Money

Precious metals

Rugs

Stamp collections Valuable

### **CUSTOMS**

Since customs regulations are constantly being revised, it is important to contact the various U.S. government agencies that regulate importation. Listed below are a few Websites to obtain information from:



Agency for International Development [www.info.usaid.gov](http://www.info.usaid.gov)

Bureau of the Census [www.census.gov](http://www.census.gov)

**Restricted and prohibited articles include:**

Always check the country of destination for the latest regulations. Many countries restrict appliances, books, tapes, films, unauthorized reprints, dietary supplements, over the counter drugs and prescription medications.

Cultural property, architectural murals and sculpture may require an import/export certificate. Please check with the proper authorities prior to purchase and shipping.

Fruits, vegetables, plants, skins, hides (leather, furs) from animals covered under the Endangered Wildlife Act are prohibited.

If you have any health issues, have a prescription or statement from your physician stating that the medicine is required and move these items with you or have your pharmacy arrange shipping.

Narcotics, pornography, fireworks, poison, dangerous toys and switchblade knives are not allowed under any circumstances.

**In General**

It is imperative that all documentation prepared to accompany an import shipment of household goods and personal effects be 100 percent accurate.

Your inventory must be accurate and not contain any slang or arbitrary descriptions. Customs agents look for omitted or incorrectly documented items. Customs inspections may take place, resulting in a partial or complete inspection. An inspection will delay your shipment for up to 10 days while the local government confirms its contents. Our brokers are working on your behalf to secure a shipment clear of any delays. Many situations that occur are simply out of their control. Your patience during this time is greatly appreciated.

We suggest you register foreign-made articles such as watches, cameras, stereo or video equipment with customs in your home country prior to your relocation, as these items may be otherwise dutiable when brought back at the conclusion of your assignments without proof of prior possession.

Please retain sales receipts and a ledger of household goods purchased during the course of your international assignment. Customs reserves the right to ask for these documents in order to clear your shipment.

**Violations:**

Good relations with all government entities are essential, not only as a matter of good business practice, but also to ensure the availability of the company's relocation program. You must comply with all regulations and file all customs declarations with unflinching

accuracy.

Violations of 3M's Company Relocation Policy, or laws, which govern household good shipments, will not be tolerated. In the event 3M learns that you violated the law, or 3M's policy, 3M will invalidate and cancel any/all 3M association with your shipments and you will be re-billed and/ all expenses associated with arranging and affecting the shipment.

### **Scheduling and organizing the shipment**

Once the authorization has been received, the moving company will contact you to discuss your moving requirements, the 3M policy, and set a date for a residence survey. The residence survey is very important and will provide the outline for services required during your relocation. Please address any unusual situations that may require the special attention; i.e. crating, disassembly, high value items, antiques, etc.

You will arrange the actual date for packing and loading with your mover. Please avoid the end of the month since that tends to be the busy time for movers. Once you have confirmed the removal dates, the moving company will determine the best routing for your shipment(s). This tentative schedule will provide approximate transit times to your new destination. Please keep in mind that these scheduled dates are tentative. Always verify the final schedule with your move coordinator.

Thank you!