



IMPORTANT: INSTRUCTIONS TO APPLICANT

COMPLETE A SEPARATE FORM FOR AIR, SEA AND ROAD SHIPMENTS. SHOW REPLACEMENT VALUE AT DESTINATION. USE A DIFFERENT FORM FOR EACH CONSIGNMENT. COVERAGE WILL ONLY APPLY FOR GOODS SHOWN ON THIS INVENTORY. ATTACH ADDITIONAL PAGES IF NECESSARY.

Name of applicant: To [] Travel Officer at HQ [] Administrative Services Officer at Regional Office
Travel Authorization No.:
Capacity:
For transport from to by [] air [] surface
Type of journey: [] Home leave [] Recruitment [] Reassignment [] Repatriation [] Educ. travel [] Duty travel

INVENTORY

(show replacement value at destination) (Show all items other than hand baggage, if necessary add pages)

Table with columns for Furniture, Soft Furnishings, Crockery/Glassware, and Miscellaneous. Rows include items like Table, chairs, sofas, desks, beds, glassware, crockery, kitchen goods, etc.

WHO USE ONLY
ENTITLEMENT S [] R [] USD
D [] NR [] USD
PREVIOUSLY USED USD
REMAINING ENTITLEMENT USD
AMOUNT OVER ENTITLEMENT USD
AMOUNT TO BE DEBITED TO PERSONAL ACCOUNT USD
INSURANCE RATE (PFI OR INC) USD
AGENT TOTAL PREMIUM USD

TOTAL INSURANCE USD

ANY ITEMS NOT INCLUDED ON THIS FORM WILL NOT QUALIFY FOR INSURANCE PAYMENT.
Signature of applicant: Date:

GENERAL INFORMATION

(NR and R assignments are defined in Manual II.2.800.)

1) ENTITLEMENTS:

For recruitment, reassignment and repatriation, the Organization will bear the full cost of insuring your household effects up to the following values:

- A) NR \$8.000 for the Staff Member
\$4.000 for the first eligible dependent
\$2.400 for each additional family member

If an insurable value exceeds the above amount, the traveller will be charged a premium of 1% for amounts in excess of the entitlements up to a total value of \$ 30.000. For value exceeding \$30.000 the Staff Member bears the full cost of the insurance on the excess.

- B) R \$60.000 for Staff member without dependents
\$90.000 for Staff members with dependents

For value exceeding the above amounts, the Staff Member bears the full cost of the insurance on the excess.

- C) HOME LEAVE, EDUCATION TRAVEL TO ENTER SCHOOL AND FOR FINAL ONE WAY PASSAGE UNDER SR 820.1.3 OR 820.2.5.5
\$5.000 per journey

THIS INSURANCE IS NOT AUTOMATIC AND CAN BE OBTAINED ONLY BY COMPLETION OF THIS FORM.

2) MOTOR VEHICLES

Motor vehicles are excluded from the items of luggage insured by WHO. If travellers wish to insure shipments of vehicles through the Organization's insurance policy, they may request it by memorandum to the Travel Officer at headquarters or to a regional administrative services officer, specifying the value, year, registration number, and make of the vehicle, and the points between which it is to be shipped. The insurance does not engage the Organization's liability, and the insurance company imposes a franchise on claims which depends on the age and condition of the vehicle. The premium for such insurances will be charged to the traveller when invoiced by the insurance company.

3) PROCEDURE TO BE FOLLOWED IN CASE OF DAMAGE OR LOSS

Upon delivery of goods, note all visible damage or loss on delivery receipt when signing. Check the number and condition of all cartons and note any discrepancies on delivery receipt. Immediately notify the delivering removal company in writing within three days by a "Letter of Reserve" (See paragraph 4 below). Where air transport is concerned, insist on receiving a Property Irregularity Report (P.I.R.) at the destination airport.

Furthermore, obtain or prepare the following documents:

- A list of the damage or loss
- Transport documents (Bill of lading, Air Waybill, Railway Consignment, packing lists)
- Survey Report if damage or loss is considerable and costly

Invoices and/or notes of guarantee are required for damaged or lost valuable articles, such as cameras, furs and jewellery etc...

4) SPECIMEN "LETTER OF RESERVE"

REGISTERED

(writer's address)
Columbus Ohio

To : Mayflower Storage & Shipping Co.
Columbus, Ohio

Delivery of two cases and one carton
Karachi - Columbus

Dear Sirs,

With reference to the above consignment, which was delivered on (date), I have to inform you that one wooden case arrived damaged/broken/wet (or has not arrived). I therefore have to formulate reserves and hold you responsible for the damage and/or loss.

Please acknowledge receipt of this letter.

Yours faithfully

John H. Smith
WHO Sanitary Engineer