

## Application to Move Household Goods and Effects

### CONDITIONS

1. Members/civilians requesting to move household goods and effects certify that the type of move and all other details are true and correct to the best of their knowledge.
2. The use by a CF member/Civilian of Form DND 4443 in order to obtain movement of Household Goods and Effects (HG&E) to which the member/civilian is not entitled may constitute an offence under sub-section 125(a) of the *National Defence Act* (offences in relation to documents). Furthermore, the willful withholding or failure to submit a duly completed form DND 4443 or alternatively, the submitting of form DND 4443 which is incomplete in any material part, may also constitute a service offence and may cause a delay of movement of their HG&E.
3. The administration and recording of this form is in accordance with procedures outlined in Chapter 19 of A-LM-158-003/AG001. Failure to comply with these procedures may constitute an offence under Section 124 (negligent performance of duties) and/or Section 128 (offences in relation to conspiracy to commit an offence) of the *National Defence Act*.

### INSTRUCTIONS FOR COMPLETION OF FORM DND 4443

#### PART 1: PERSONAL and FINANCIAL INFORMATION – must be completed

- Use Part 3 of Posting Message (MEMBERS INFO) to provide the financial information required to pay for your move.
- If the **Fund is C107**, enter the associated Cost Move Number from the message into the space provided. Complete Cost Centre, Fund and General Ledger. IO number may be entered if provided.
- **For all other Funds, a Commitment Number/Line Number must be entered, along with Cost Centre, Fund and General Ledger.**

#### PART 2: ORIGIN INFORMATION – complete all applicable blocks

- **Origin Pickup Location**
  - **Home** – check this box if you are moving from your principle residence.
  - **Government Long Term Storage (LTS)** – check this box if you are moving your effects from a facility where you're HG&E was stored by the Crown at government expense. In certain situations, both may apply.
- **Location of current LTS** – indicated the city where your Long Term Storage (LTS) is located – if known.
- **Origin Address** – applicable for your principle residence if **Home** was checked and you are relocating HG&E from this address. Leave blank if you are relocating your HG&E from Long Term Storage only.
- **Date Employee is available for the Pre-Move Survey of Goods** – this is the first applicable date you are available for a moving company representative to perform your pre-move survey. This **MUST** be done as soon as possible, prior to your actual pack and load.
- **Requested Load Date** – to be completed only for a move from your principle residence. This is the date your HG&E is removed from residence and loaded onto the truck. Packing occurs the day prior to Load (for small shipments, Pack and Load may occur on the same day). For shipments 14,000 lbs and greater a Pre-Pack may be requested from the van line to the local TA for approval.
- **PMV Only Move** – check YES, if you are moving a vehicle only and not moving HG&E.

#### PART 3: DESTINATION INFORMATION – complete all applicable blocks

- **Destination Location – Home** – check this box if your HG&E will be unloaded into a residence. **Government Paid Long Term Storage** – check this box if your HG&E will be stored by the Crown at government expense. In certain situations, both may apply.
- **Loading Date into LTS** – to be completed only if the **Government Paid Long Term Storage** box is checked. This is the date your HG&E destined for storage will be loaded onto the truck. Packing occurs the day prior to Load (for small shipments, Pack and Load may occur on the same day).
- **Destination Address** – this applies to your principle residence if **Home** was checked. If you are moving into **Government Paid Long Term Storage**, leave blank.
- **Telephone Numbers** – complete only if known.

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**PART 4: PRIVATE MOTOR VEHICLE (PMV) SHIPMENT** – complete only if shipping vehicle

- Indicate if you are the rightful owner of the vehicle. If there is a loan, lease or lien against your PMV, this may affect your ability to ship it to certain locations and as a result, extra charges may be incurred, or, if applicable, your vehicle may be seized at the border. (OUTCAN MOVES)
- Fill out all blocks applicable to your vehicle.
- **PMV Pickup Address and Requested Loading Date** – this information may be different from the information in Part 4, or it may be the same. Please fill out accordingly.

**PART 5: MEMBER CERTIFICATIONS**

- Weight restrictions.

**PART 6: BENEFIT AUTHORIZATIONS** – authorized resource manager to complete

- Indicate whether benefits are reflected in KGS or LBS.
- **You can find weight entitlements information in the CFIRP directive (Relocation Directive – 2009, effective 19 April 2018) (Current policy) under:**
  - o **Chapter 9, Section 9.1.03 Weight entitlements**
  - o **Chapter 12, Section 12.4.01 Weight entitlements (OUTCAN MOVES)**
- If requested, assistance can be provided by BGRS for CFIRP moves, or Resource manager for CBI moves or non CFIRP moves.
- The total combined weights shall not exceed 20,000 LBS/9071.94 kg.
- Please note that costs associated with total weight over 20,000 LBS/9071.94 kg may be borne by the member/civilian.

**FINAL IMPORTANT INSTRUCTIONS:**

Your form is now complete, please save a copy to your personal e-mail account for your own record.

You are now to print and hand carry OR email your DND 4443 to your Furniture and Effects office.

For any inquiries about services, changes to services or general inquiries related to the movement of your household goods and effects, you are required to contact your local TA at your local HG & E Section.

## Application to Move Household Goods and Effects (HG&E)

### Part 1: Personal and financial information *(member to complete)*

a. Last name		b. First name			
c. SN/PRI	d. Rank	e. Preferred language of service <input type="checkbox"/> English <input type="checkbox"/> French			
f. Email address <i>(personal)</i>		g. Email address <i>(office)</i>			
h. Type of move		i. Date of change <i>(yyyy-mm-dd - enrolment/posting (COS date)/release)</i>			
j. Posted from		k. Posted to			
l. Provide <b>cost move number</b> from posting message: _____ and complete o, p, and q: If <b>cost move number</b> is not provided then complete m through r:					
m. Commitment no.	n. Line number	o. Cost centre*	p. Fund**	q. General ledger***	r. IO no.****

\* Cost centre *(from posting message or other authorization document)*  
 \*\* Fund *(from posting message or other authorization document)*  
 \*\*\* General ledger - from posting message or other authorization document *(should comply with ADM Fin direction of use of GL codes)*  
 \*\*\*\* IO number *(not always applicable)*

### Part 2: Origin information *(member to complete)*

a. Origin pickup location: <input type="checkbox"/> <b>Home</b> and/or <input type="checkbox"/> <b>Government paid Long Term Storage (LTS)</b>					
b. Location of current LTS <i>(city)</i>					
c. Date member/employee is available for the pre-move survey of goods <i>(yyyy-mm-dd)</i>					
d. Origin address		e. City	f. Prov./State	g. Postal/Zip code	h. Country
i. Telephone number* <i>(origin - home)</i>		j. Telephone number* <i>(origin - office)</i>		k. Telephone number* <i>(origin - cell)</i>	
l. Private Motor Vehicle (PMV) only move?: <input type="checkbox"/> Yes <input type="checkbox"/> No			m. Requested loading date of HG&E <i>(yyyy-mm-dd)</i>		

\* Needed even if the origin is LTS

### Part 3: Destination information *(member to complete)*

a. Destination location: <input type="checkbox"/> <b>Home</b> and/or <input type="checkbox"/> <b>Government paid Long Term Storage (LTS)</b>					
b. Estimated date of arrival of member/employee at destination <i>(yyyy-mm-dd - this is not a delivery date)</i>			c. Request loading date into LTS <i>(yyyy-mm-dd)</i>		
d. Date new residence is available to take delivery <i>(yyyy-mm-dd - possession date)</i>					
e. Destination address		f. City	g. Prov./State	h. Postal/Zip code	i. Country
j. Telephone number <i>(destination - home)</i>		k. Telephone number <i>(destination - office)</i>		l. Telephone number <i>(destination - cell)</i>	

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**Part 4: Private Motor Vehicle (PMV) shipment** *(complete only if shipping vehicle)*

Private Motor Vehicle 1 (PMV1)					
a. Is there a lien? <i>(loan/lease - OUTCAN only)</i> : <input type="checkbox"/> Yes <input type="checkbox"/> No					
b. Vehicle Identification Number (VIN)	c. Make	d. Model	e. Year	f. Plate number	
g. Province of registration			h. Requested loading date <i>(yyyy-mm-dd)</i>		
i. PMV pickup address	j. City	k. Prov./State	l. Postal/Zip code	m. Country	
Private Motor Vehicle 2 (PMV2)					
n. Is there a lien? <i>(loan/lease - OUTCAN only)</i> : <input type="checkbox"/> Yes <input type="checkbox"/> No					
o. Vehicle Identification Number (VIN)	p. Make	q. Model	r. Year	s. Plate number	
t. Province of registration			u. Requested loading date <i>(yyyy-mm-dd)</i>		
v. PMV pickup address	w. City	x. Prov./State	y. Postal/Zip code	z. Country	

**Part 5: Member certifications**

Weight restrictions
<p>I have been advised and understand that IAW CBI/CFIRP as applicable, my Household Goods and Effects (HG&amp;E) entitlements for shipment and/or storage at public expense is limited to a total of 20,000lbs/9071.94kg. I will be liable for all charges in excess of entitlement and should the weight of my HG&amp;E exceed entitlement, other funding envelopes may be utilized. Notwithstanding the weight authorizations for the move, the base traffic section may select more economical modes of transport in consideration of the size of my shipment and delivery time. I hereby authorize DND to inspect my HG&amp;E during transit and storage.</p>
Insurance
<p>a. I understand that my household goods are covered by replacement cost protection against physical loss or damage at the expense of the Government of Canada to the maximum governed by the household goods removal service contracts as explained in the contractor's pre-move information package. Additional coverage over that provided by the government is available for purchase from the contractor.</p> <p>b. I understand that in the event of any loss or damage to my household goods while in transit, I must initiate claim action with the contractor within time limits specified in the contractor's pre-move information package.</p> <p>c. I agree that liability respecting loss or damage to my HG&amp;E shall be between myself and the insurance company and that the Crown shall not be joined or included in any action respecting any such loss or damage and that the Crown does not assume any liability for such loss or damage.</p> <p><b>IMPORTANT:</b> I shall keep in my possession and retain all documentation pertaining to my move such as bill of lading, inventory listing, pre-move package, etc.</p>
Acknowledgement
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> I have read and understand the provisions of this certificate             </div> <div style="width: 15%; text-align: right;">                 Date <i>(yyyy-mm-dd)</i> </div> </div>

**Part 6: Benefit authorizations** *(authorized resource manager to complete)*

a. Indicate unit of measure: <input type="checkbox"/> Kg <input type="checkbox"/> Lbs
b. Long Term Storage (LTS) weight: _____ - include any currently existing LTS you may have in the weight entitlement
c. Air shipment: _____ - OUTCAN only
d. Sea shipment: _____ - OUTCAN only
e. Household Goods and Effects (HG&E) ground: _____
f. Combined total authorized: _____ - not to exceed 20,000lbs/9071.94kg without DCBA authorization
g. <b>Note:</b> If requested, assistance can be provided by BGRS for CFIRP moves, Resource manager at recruiting centre for CBI moves and CF coordinator or Orderly Room for non CFIRP moves.