

# Leaving Qatar Checklist

| <b>At least 8 weeks before leaving</b>           | <b>DATE</b> | <b>STATUS</b> |
|--|-------------|---------------|
| Submit a formal resignation                      |             |               |
| Give notice to the landlord                      |             |               |
| Inform the bank to cancel credit cards           |             |               |
| <b>At least 6 weeks before leaving</b>           |             |               |
| Start selling unwanted stuff                     |             |               |
| Get quotes and find a shipper to ship your items |             |               |
| Find a pet relocation company if you have pets   |             |               |
| <b>At least 4 weeks before leaving</b>           |             |               |
| Start packing things for shipping                |             |               |
| Ship your belongings                             |             |               |
| <b>At least 2 weeks before leaving</b>           |             |               |
| Inform children's schools and collect TC         |             |               |
| Contact the utilities providers                  |             |               |
| <b>At least 1 week before leaving</b>            |             |               |
| Cancel utilities (water, electricity, gas)       |             |               |
| Cancel internet and phone services               |             |               |
| Cancel any subscriptions & memberships           |             |               |
| Close any bank loans or debts                    |             |               |
| Change post-paid mobile to pre-paid              |             |               |
| Sell your car or transfer it to someone else     |             |               |
| Cancel the family's Residence Permit             |             |               |
| <b>Before leaving</b>                            |             |               |
| Collect your end of service dues and gratuity    |             |               |
| Collect your property's security deposit         |             |               |
| Transfer your money to your home country         |             |               |
| Visit the bank and close your bank account       |             |               |
| Make sure RP is cancelled by the employer        |             |               |