

THE FOLLOWING GUIDELINES ARE TO ASSIST PERSONS OR ORGANIZATIONS LOCATED OVERSEAS WHO ARE DESIROUS OF DONATING EDUCATIONAL MATERIALS TO SCHOOLS IN JAMAICA

Prior to shipping any items the shipper is to communicate with the receiving entity to determine the suitability of the goods and whether or not they attract customs duties.

Information on computers being donated must be submitted prior to shipping to ensure that they are suitable for the intended purpose.

Adequate notice is to be given prior to shipping to allow for all the necessary approvals/waivers to be granted. This will prevent extended delays at the port of entry and possible storage/demurrage charges.

Letters of offer to the institutions should be sent prior to shipping of the goods.

The goods must be consigned to the relevant schools. ***Do not consign the goods to an individual.***

Do not package educational and non-educational goods (e.g., medical supplies) together as the approval processes and requirement for customs clearance differ.

Do not package personal items that cannot be considered as educational materials together.

For Clearance

For goods being shipped by sea the following documentation is to be sent ahead of the arrival of the goods to the beneficiary institution.

- **The Bill of Lading**
- Invoice if goods are new
- List of goods and approximate value if the goods were pre-owned.

For goods being shipped by air the following documentation is to be sent ahead of the arrival of the goods to the beneficiary institution.

- **The Air Way bill**
- Invoice if goods are new
- List of goods and approximate value if the goods were pre-owned.

When goods are accompanying passengers it is critical that the approvals be obtained and the necessary letters be obtained ahead of the arrival of the person, as they will have to be shown to the Customs Officer. This may be done either by the letters being sent to the arriving passenger before they leave their country of residence or it is presented to the Customs Officer by a representative of the receiving institution on their arrival.

The local recipient is to make application to the Ministry of Finance, through the Ministry of Education, in good time, for the waiver of any relevant duties or taxes. They are to present all of the above documents at the time of seeking the waiver and state that the goods will be used solely for the benefit of the named institution.

The Ministry of Education will advise the Ministry of Finance by a supporting letter, that the institution is a duly registered educational one.

The approval process takes a maximum of ten (10) working days.

For further information you may contact the following officers at the Ministry of Education

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