

The Coalition Monthly

The Newsletter for Jamaican Alumni Associations in Florida

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**EDUCATION
MATTERS!!**



Steps for Donating Educational Materials to Jamaica

PREPARING TO SHIP DONATED GOODS

1. Prior to shipping any items you should determine the suitability of the items to be donated and whether or not they attract customs duties. For example, information on computers being donated must be submitted prior to shipping to ensure that they are suitable for the intended purpose.
2. The school or receiving agency should be given adequate notice so that the necessary approvals and waivers can be granted. This will prevent extended delays at the port of entry and possible storage charges. A letter of offer should be sent to the institutions prior to shipping the donated items.
3. The donated items must be consigned to the relevant school(s) or agency and not to an individual.
4. Educational and non-educational goods (e.g. medical supplies) must not be packed together as the approval process and requirement for customs clearance differ.

FOR CLEARANCE

1. For goods being shipped by sea or air the following documentation must be sent ahead of the arrival of the goods to the beneficiary institution.
 - a. The Bill of Lading (by sea) or the Airway Bill (by air)
 - b. Invoice (if goods are new)
 - c. List of goods and approximate value (if the goods were pre-owned).
2. If goods are accompanying the passengers, the approval and other necessary letters must be shown to the customs officer at the port of entry. This may be done either by the letters being sent to the arriving passengers before they leave their country of residence or by presentation to the customs officer by a representative of the receiving institution when the passengers are clearing customs.

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To get a waiver of taxes and duties on donated goods, the local recipient (school or agency) should apply to the Ministry of Finance, through the Ministry of Education, Youth and Culture, by presenting the invoice or a list of items to be donated at the time the waiver is sought. Usually, the Ministry of Education, Youth and Culture advises the Ministry of Finance by a supporting letter, that the institution is duly registered. The approval process takes a maximum of ten (10) working days.

For further information you may contact the Chief Procurement Officer at the Ministry of Education, Leon Fraser (leon.fraser@moey.gov.jm; 876-502-6008) or the Director of Technical Services, Jacienth Gordon-Brown (edirtech@cwjamaica.com; 876-9226568 or 876-922-2798)

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