

Guide to Importing Hurricane Relief Supplies (Post-Hurricane Melissa)



**Jamaica
Customs
Agency**
'Country Above Self'

Importing Disaster Relief Supplies

A Jamaica Customs Agency **Importation Guide** for Hurricane Melissa Recovery Efforts

Importing Disaster Relief Registered Charitable Organisation

Charitable organisations play an essential role in national development and humanitarian assistance. The Jamaica Customs Agency supports these efforts by facilitating the lawful and efficient importation of goods intended for charitable purposes.



Charitable Organisations registered in Jamaica with the Department of Cooperatives and Friendly Societies:

Import the relief items in the name
of the registered charity

Entities or persons donating relief items to schools:

Contact the **National Education
Trust (NET)** a registered
charitable organisation at
info@net.org.jm. website:
net.org.jm

Entities or persons donating relief items to the Public Health Sector:

Contact the **National Healthcare
Enhancement Foundation** a
registered charitable organisation at
aisha.thompson@moh.gov.jm;
courtney.cephas@moh.gov.jm;
website: nhef.gov.jm

A woman with dark skin and curly hair, wearing a floral patterned top, is holding a baby in her arms. They are standing in front of a background of damaged buildings and debris, suggesting a disaster-stricken area. The text 'Importing Disaster Relief Donor/Humanitarian Organisation' is overlaid on the left side of the image.

Importing Disaster Relief Donor/Humanitarian Organisation

Communicate with ODPEM

All donor agencies making donations to the Government of Jamaica (GOJ) are encouraged to communicate directly with the Office of Disaster Preparedness & Emergency Management (ODPEM) before shipments depart.

Consignee/delivery address:

Office of Disaster Preparedness & Emergency Management

Mr. Richard Thompson

Director General (Acting)

2-4 Haining Road, Kingston 5, Jamaica

Email: rthompson@odpem.org.jm **Copy:** smitchell@odpem.org.jm;
medwards@odpem.org.jm;donationcoordinationjamaica@odpem.org.jm;
mfaftmelissasupport@mfaft.gov.jm

Documentation Requirements

All required documents must be submitted prior to the arrival of the shipments or presented upon arrival.

Required Documents:

- Letter to ODPEM outlining the nature of the donation
- Packing List (with values where invoices are unavailable)
- Airway Bill (by Air) or Bill of Lading (by Sea)
- Invoices (where available)
- Permits, licences or pre-approval (where applicable)

Clearance and Customs Formalities

Clearance and Customs formalities will be undertaken jointly by the Office of Disaster Preparedness & Emergency Management (ODPEM) and the Jamaica Customs Agency

Importing Disaster Relief Individuals

Please note, you are **not** required to contact the Jamaica Customs Agency prior to dispatching your goods to the shipper. However, the following are the key requirements for importing relief supplies into Jamaica.

1. Taxpayer Registration Number (for the importer)
2. Valid Government Issued ID
3. Packing List (with values)
4. Invoices/Receipts (if available)
5. Bill of Lading/Airway Bill
6. Customs Declaration to be prepared by your Courier/Freight Forwarder/Customs Broker
7. Permits or Licences required (where applicable) see link below for items requiring permits
<https://www.jamaicatradeportal.gov.jm/en-gb/site/searchcommodity>
8. Special Declaration (to be signed by the importer) see below:

SPECIAL DECLARATION – IMPORTATION OF GOODS FOR RELIEF AND REHABILITATION

I/We declare that _____ contained in this declaration/shipment has/have been imported for disaster relief in Jamaica consistent with the activation of the Disaster Risk Management Act effective October 28, 2025 vide Item 30B of the Second Schedule to the Customs Tariff, Section 47 of the GCT Act and the MOF&PS Letter dated October 28, 2025. **We declare that these items will not be disposed of other than for the purposes declared.**





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LIST OF DISASTER RELIEF ITEMS FOR THE GENERAL PUBLIC

The Government of Jamaica has approved a **30-day Tax Waiver** on specific goods being imported for recovery from Hurricane Melissa by the general public. The details are as follows:

Effective Dates: **October 29, 2025 – November 28, 2025.**

What is waived: Import Duty (ID) and General Consumption Tax (GCT)

ITEMS

- Tissues
- Wipes
- Cleaning products
- Diapers
- Clothing
- Mattress
- Bed Linens /Bed Pads/Baths Linens
- Toiletries
- Over-the-Counter Drugs
- First Aid Kits/Hygiene Kits
- Kitchen Utensils
(Including, non-plastic disposables, pots and pans)
- Garbage bags
- Ply Boards
- Nails
- Zinc
- Tarpaulins
- Generators Not Exceeding 5000Watts
(Household Use Only)
- Tents
- Igloos
- Bed Cots
- Sleeping Bags
- Flash Lights
- Basic School Supplies
- Bottled Water
- Disposal Batteries
- Mobile Battery Packs
- Lantern/Lamps
- Solar Flood Lights
- Gloves
- Rain Gear/Coats
- Water Boots
- Buckets/Pans
(Water Storage Containers)
- Mops/Brooms
- Fuel Containers
- Non Perishable Food Items
- Basic Hand Tools
(Drills, Shovels, Axes, Hammers, and Machetes)
- Repellent
(Pre-approval/Permit may be required)
- Water Purification Kit
(Pre-approval/Permit may be required)
- Sanitisers/Wipes
- Disposable Masks
- Temporary Sanitation System
- Battery Operated Radios
- Portable Stoves/Butane Burners



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Prepared by the **Jamaica Customs Agency**
For additional queries, email **emergencyreliefclearance@jca.gov.jm** or
public.relations@jca.gov.jm