

# 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](mailto:info@net.org.jm). website: [net.org.jm](http://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](mailto:aisha.thompson@moh.gov.jm); [courtney.cephas@moh.gov.jm](mailto:courtney.cephas@moh.gov.jm); website: [nhef.gov.jm](http://nhef.gov.jm)

A woman with dark hair, wearing a floral patterned top, is holding a baby in her arms. They are in an outdoor setting that appears to be a disaster-stricken area, with debris and damaged structures visible in the background. The woman is looking down at the baby with a gentle expression.

# 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:**

Commander Alvin Gayle

Director General

Office of Disaster Preparedness & Emergency Management

2-4 Haining Road, Kingston 5, Jamaica

**Email:** [agayle@odpem.org.jm](mailto:agayle@odpem.org.jm) **Copy:** [smitchell@odpem.org.jm](mailto:smitchell@odpem.org.jm);

[medwards@odpem.org.jm](mailto:medwards@odpem.org.jm); [donationcoordinationjamaica@odpem.org.jm](mailto:donationcoordinationjamaica@odpem.org.jm);

[mfaftmelissasupport@mfaft.gov.jm](mailto: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.**





## **LIST OF GENERAL RELIEF ITEMS FOR THE GENERAL PUBLIC (UPDATED)**

The Government of Jamaica has approved a **duty-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 – December 31, 2025**

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

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

Updated on November 6, 2025

For more information, contact [emergencyreliefclearance@jca.gov.jm](mailto:emergencyreliefclearance@jca.gov.jm)



Prepared by the **Jamaica Customs Agency**  
For additional queries, email **[emergencyreliefclearance@jca.gov.jm](mailto:emergencyreliefclearance@jca.gov.jm)** or  
**[public.relations@jca.gov.jm](mailto:public.relations@jca.gov.jm)**