



## Step by Step Guide to Donating Educational Materials through the NATIONAL EDUCATION TRUST (NET)

JULY 2020

### BEFORE SHIPPING OR PRIOR TO SCHEDULED FLIGHT

1. Complete NET's Donation Form.
  - a. It is important to include the items being donated, their quantities and their actual or estimated value (Estimated value is to be provided if the actual value of the items is not known or the items are used). Estimated values must be realistic.
  - b. Submit the completed Donation Form in its original excel format to:
    - i. [info@net.org.jm](mailto:info@net.org.jm)
  - c. **Note that some items such as paint require a permit from the Ministry of Health and Wellness prior to the shipment of the items. The process to get the permit may take approximately 7-10 days. It is, therefore, important that the Donation Form be submitted to NET prior to the shipment departing the port.**
2. If the items being donated include computers, information on these computers must be submitted to ensure that they are suitable for the intended purpose. Computers must meet the Minimum Specifications Guidelines issued by the Ministry of Education, Youth & Information.
3. If the Donor has identified a recipient institution, contact must be made with that institution. Letters of Offer should be sent to the institution and a copy emailed to the email address listed in **1b** above. If a Donor does not have an intended beneficiary, NET can assist with the identification of a suitable school or children's home based on criteria established by the Donor and the nature of the items.
4. The recipient institution must agree to accept the donation. A Letter of Acceptance must be done by the recipient and a copy of it emailed to the NET. Letters must be done on the institution's letterhead and signed by authorized personnel. **It must state that the items will not be resold by the recipient.**



5. Copies of any invoices or receipts for the items being donated should be emailed to NET so that they can be used when clearing the shipment.
6. Upon receiving the necessary documents, NET will give approval for the items to be shipped.
7. If an individual(s) is carrying the items on a flight, the flight itinerary must be emailed to NET with the name(s) of the passenger(s) carrying the items.
8. If an individual(s) is carrying the items on a flight, upon receiving the necessary documents, NET will email the clearance documents to the individual(s) or to a representative of the receiving institution. These documents will need to be presented to the Customs Officer upon arrival in Jamaica.

**Adequate notice is to be given prior to shipping/scheduled flight to allow for all the necessary approvals. Notice of at least one (1) week is required. This will prevent extended delays at the port of entry and possible storage/demurrage charges.**

### **SHIPPING THE ITEMS**

9. **The goods must be consigned to the National Education Trust (NET). The shipping documents must state 'National Education Trust' and the name of the recipient institution. Do not consign the shipment to an individual.**  
**Example of the correct consignment: "National Education Trust for Rainbow High School"**
10. **Do not** package educational and non-educational goods (e.g. medical supplies) together, as the approval processes and requirement for customs clearance differ.
11. **Do not** package personal items and educational materials together.
12. It is better to ship items by way of pallets, container, D container, crates, skids, drums or barrels as shipping large quantities of small packages outside of these package types will attract a higher Customs Administrative Fee (CAF).
13. Please note that one shipment for multiple institutions can only be cleared once by an individual or Customs Broker. If a single shipment contains items for



multiple recipient institutions then a representative must be identified to clear the shipment.

14. Once the items have been shipped, a copy of the Bill of Lading must be emailed to the address listed in **1b**.
15. Please indicate that the '**Arrival Notice**' is to be emailed to [info@net.org.jm](mailto:info@net.org.jm). This is to be emailed upon arrival of the shipment in Jamaica.

### **ARRIVAL/CLEARANCE OF THE SHIPMENT**

16. A copy of the '**Arrival Notice**' from the local shipping company must be emailed to [info@net.org.jm](mailto:info@net.org.jm)
17. Upon receipt of the required documents, NET will prepare the relevant paperwork for clearance of the shipment. This will be issued to the recipient institution or representative for them to clear the items.
18. If the total value of the items is greater than US\$5,000 a registered Customs Broker is required, by law, to clear the shipment.
19. The name of the individual or Customs Broker who will clear the shipment must be indicated to NET to be included in the Letter of Clearance that NET will prepare for the Jamaica Customs Agency so that the waiver can be applied.

**Please note, waivers are only applied once the goods have arrived in Jamaica and at the time of clearing the items.**

20. The Customs Administrative Fee (CAF) will have to be paid and cannot be waived. **Where donations of education materials, equipment and supplies are consigned to NET, the GCT, Special Consumption Tax, Stamp Duty, Import Duties and 50% of the CAF are waived.** However, the remaining 50% of the Customs Administrative Fees (CAF) and the Environmental Levy will have to be paid by the donor or the beneficiary at the time of clearing the items.
21. Please note that the waiver does not apply to any local shipping agents fees which may be applicable (waivers are for taxes which are payable to the Government of Jamaica).





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

Failure to abide by the guidelines may result in delays at the ports. Where relevant requirements are not met, goods may have to be detained until the relevant approval is received or full duties will become payable.

NET reserves the right to audit the institutions to ensure that items are in fact in use at the beneficiary institutions.

For further information you may contact the Donor & Partner Relations Management Unit at the NET:

National Education Trust (NET)  
37 Arnold Road, Caenwood Centre  
Kingston 5  
Office: 1-876-967-9007 or 967-7962  
Mobile: 1-876-562-9542  
Email: [info@net.org.jm](mailto:info@net.org.jm)