



About the National Education Trust

The National Education Trust (NET) is a Registered Charitable Organisation (RCO# CAIN-100-142C) and an agency of the Ministry of Education, Skills, Youth & Information (MoESYI). The Trust builds relationships with donors and investors to acquire essential educational resources to meet the everchanging gaps in the education sector in Jamaica. NET is also responsible for the infrastructure development in public schools across all levels in Jamaica.

Guidelines for Donating Educational Materials through THE NATIONAL EDUCATION TRUST (NET), DO's and DON'Ts

DO's

1. **CHECK NET FIRST!**
Prior to shipping the items, the shipper is to communicate with the National Education Trust (NET) to determine the suitability of the goods and whether or not they attract customs duties.
2. **Register as a Donor:** In compliance with the laws of Jamaica, NET is required to register all donors (individuals and/ corporate) before engaging with them.
3. **Confirm Specs and Standards:** Before you acquire and donate items such as computers, smartboards and all ICT equipment, verify with NET the minimum specifications for use in Jamaica.
4. **Give Adequate Notice:** Notice of at least **five business days** is required **by NET** prior to shipping to allow for all the necessary approvals. This lead time prevents extended delays at the port of entry and the likelihood of incurring storage/demurrage charges.

This information can be emailed to: info@net.org.jm

5. Copy NET on Official Correspondence:

- a. An Offer Letter from the donor to the beneficiary institution(s) should be sent prior to shipping the goods.
- b. Schools in turn are required to provide NET a copy of their Acknowledgment Letter for the donated items. The letter must be on the school's letter head, be signed and stamped by authorised personnel. Email both the Offer Letter and the Acknowledgement Letter to info@net.org.jm

6. Consign the Donated Goods to NET:

The goods must be consigned to the NET. Do not consign the goods to an individual or school. However, you must indicate the recipient school. For example, the National Education Trust for Kingston College.

7. Send NET Arrival Notice:

- a. Upon shipping, please indicate to the Shipper that the 'Arrival Notice' should be emailed to info@net.org.jm
- b. Upon receipt of the 'Arrival Notice' NET will prepare the relevant paperwork for clearance.

8. Engage A Customs Broker if your goods are valued over US\$5,000. This is required by law.

DON'Ts

- a. Do not package educational and non-educational goods (e.g. medical supplies) together as the approval processes and requirements for customs clearance differ.
- b. Do not include items not intended for donations. They will be rejected.
- c. Do not exclude any items from the Donation Form (packing list).

What's Waived and What's Not

- d. Where donations of education materials, equipment and supplies are **consigned to NET**, the GCT, Special Consumption Tax, Stamp Duty and Import Duties are waived.

- e. However, 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.

Quick Tips: It is better to ship items by way of pallets, container, D container, crates, skids, drums or barrels. Shipping large quantities of small packages outside of these package types will attract a higher CAF.

WARNING: 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.

Checklist for Accompanied and Unaccompanied Goods

The following documentation is to be sent to NET ahead of the arrival of the donated goods.

1. The Bill of Lading and/or Air Waybill
2. Invoice for the items being donated
3. Donor's Offer Letter to the institution
4. Acceptance Letter from the institution
5. Completed NET Electronic Donation Form (Excel Format). The NET Donation Form should be properly completed. Mandatory fields on the form are the (a) Description of Goods, (b) Quantity and (c) Value. Other fields should be completed as appropriate.
6. **Flight Itinerary - For persons travelling with the donated goods only** - The flight itinerary must be provided in advance.

When passengers are travelling with donated goods, it is critical that the NET approval is obtained ahead of their arrival. NET will prepare the customs waiver documents for the passengers to present to their Customs Broker for the preparation of an IMS4 Declaration. Note, that the goods will be detained until the IMS4 Declaration is prepared and uploaded to Jamaica Customs for approval.

For items that have been airfreighted or shipped, once NET has received the Arrival Notice from the shipping company, the customs waiver documents will be issued to the school and/or representative for them to

present to their shipping agent or Customs Broker for the preparation of an IMS4 declaration.

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

Jamaica Customs and NET reserve the right to audit the schools to ensure that items are in fact in use at the beneficiary school.

Contact:

Mrs. Latoya Harris-Ghartey
Executive Director
National Education Trust (NET)
37 Arnold Road, Caenwood Centre
Kingston 5
Office: 1-(876)-967-9007
Email: info@net.org.jm
Website: www.net.org.jm