



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

PROCEDURE FOR THE PROCESSING OF DISASTER RELIEF ON IMPORTATION

Coordination with ODPEM

All donor agencies are encouraged to **coordinate with the Office of Disaster Preparedness & Emergency Management (ODPEM)** to ensure proper alignment before shipments depart.

Cosignee/delivery address:

Mr. Richard Thompson
Director General

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;

ps@mfta.gov.jm

Pre-Arrival Communication

Before importation, donors or consignees **must provide information to the email addresses above and shipment details to the Jamaica Customs Agency (JCA) at emergencyreliefclearance@jca.gov.jm** including the description and quantities of goods, type of goods (e.g., food, pharmaceuticals, equipment), mode of transportation (air or sea), expected date, time, and port of arrival, name of Customs Broker (if assigned), and donor organization and contact details. This ensures timely approvals, particularly for items requiring import permits such as food, medicine, and chemicals.

Documentation Requirements

All required documents must be submitted prior to the arrival of the shipments or presented upon arrival. **Required Documents:** Packing List, Airway Bill (by Air), Bill of Lading (by Sea), Invoices (where available), and Cargo Manifest.

Staging and Security of Relief Items

Relief items may be staged at a designated control area, either on or off the port, for inspection and processing.

Clearance and Customs Formalities

- **All standard Customs import procedures will apply.**
- Import permits are required as per normal regulations.

Where items are imported without the permits, the appropriate regulatory Agency must grant approval prior to release.

For more information, contact emergencyreliefclearance@jca.gov.jm



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