



**Items to be bought overseas/donated - to be cleared by a church/ church representative.**

- (i) **ALL related documents** should be in the name and address of the **Jamaica Baptist Union (JBU)**, 2b Washington Boulevard, Kingston, that is, invoices and letters. If the shipment is a donation, a letter must be provided from the donor outlining that the shipment is a gift/donation to the Jamaica Baptist Union to be used by the church and the contents of the shipment e.g. clothing, food items, musical equipment etc.
- (ii) Once the items are shipped, the JBU must be provided with the **Bill of Lading/Airway Bill**.
- (iii) When the Bill of Lading/Airway Bill is made available to JBU, we will give you the following:
  - a. A letter to the Jamaica Customs Agency. This grants authorization to the individual to carry out transactions on JBU's behalf. It will be signed and stamped.
  - b. A Declaration signed and stamped.
  - c. Our Tax Compliance Certificate
  - d. Our certificate as a Registered Charitable Organisation.

**All the above documents should be given to the person representing the Union when going to Customs to do the clearance**