

Guidelines for sending overseas relief items for communities affected by Cyclone “Ditwah” After overed of immediate recovery phase.

[All four (04) pages, consist of eight (08) clauses] (Last update 31.03.2026)

Special Notice

Abort tax exemption for humanitarian aids is April 30, 2026

Receiving of food items and garment items have deferment

Termination of Humanitarian aid through Airfreight

Please be informed that the tax exemption previously granted for humanitarian aid consignments transported via airfreight forwarding has been discontinued with effect from **3rd February 2026**, in accordance with the decision of the High-Level Committee for Foreign Relief Aids Coordination (HL-FRAC). For clarifications jagathm@dmc.gov.lk

Recovery phase- Currently long-term recovery (Re-Building Sri Lanka)

The Disaster Management Centre (DMC) kindly requests all overseas individuals, groups, organizations, and well-wishers to strictly adhere to the following guidelines when sending humanitarian relief items for the communities affected by Cyclone “Ditwah”.

1. Mandatory prior communication before sending any humanitarian aid. (Needs to check whether your aids fit with current humanitarian needs)

Before dispatching any relief consignment (air freight or sea freight), all donors must first communicate formally with DMC mentioning donation intention through following emails of the focal person. jagathm@dmc.gov.lk

And hadr@dmc.gov.lk

The email should include the following information (mandatory):

- Full name of donor (individual / organization)
- NIC or Passport number, including a scanned copy

- Current Address
- Contact telephone number
- Correspondence email address and telephone number.

2. Approval for packing list from DMC

Upon receiving the above information and packing list, DMC will review based on current needs. If the donations coincide with current requirement (Re-building Sri Lanka/Disaster Management programs) then only DMC provide approval to proceed with your consignment.

Only after receiving DMC's acknowledgement should donors proceed with arranging the shipment.

3. Shipment documentation requirements -Mandatory

Once consignment is arranged, donors must send an email to DMC containing below indispensable documents. If these documents are properly fulfilled, then only tax exemption procedures would be run.

- Air Waybill (AWB) number/ Bill of Lading (B/L) number (Draft is fine at first stage)
- Packing list
- Non-Commercial Invoice/NFE-Non-Financial Exchange Invoice
- Duly signed declaration form
- Covering letter addressing DG, DMC indicating your donation intention.
- Arrival notes (Sea cargo ETA or Air cargo arrival notes)

4. Consignee name mentioned as only Director General-Disaster Management or Secretary Defence

As per guidelines issued by the Government of Sri Lanka, all relief consignments must be addressed strictly as follows:

**Director General -Disaster Management Centre
120/2, Vidya Mawatha, Colombo 7. - Sri Lanka**

If the consignee in a separate name disaster management center would not be involved in clearance process.

5. Customs clearance and delivery

DMC will facilitate clearance only for consignments received through approved channels and with all required documentation as noted above and once the clearance process is completed goods will be transferred to the Government -Disaster Management central warehouse at Orugodawatte. The distribution process will begin under strict supervision and accreditation of the Central Distribution Committee (CDC).

6. Diplomatic channel and Government to Government (G2G) process.

It is needed to present with a covering letter/verbal note/fax note/acknowledgement letter from Ministry of Foreign Affairs (MOFA) additionally to above third (03) clause requirement

7. Important notes

- These guidelines must be followed without exception.
- Non-compliance may result in delays or the inability to clear consignments or rejections.
- All donated items are subject to regulatory checks (health, quality, food safety, standards compliance).

8. As humanitarian aid is not allowed to distribution of used items all the donors are requested to refrain from sending used items or near-new items in any means

Attachments: -

01. Sample Packing List.
02. Sample Invoice
03. Declaration form
04. Sample Covering letter

This document can be found at: -

01. Ministry of Defence web portal
02. Ministry of Foreign Affairs web portal
03. Sri Lanka Customs web portal
04. Re-Building Sri Lanka web portal
05. Disaster Management Centre web portal

**Major General Sampath Kotuwegoda(Retd) ndc, IG
Director General
Disaster Management Centre**

In Colombo on February 9, 2026

Attachments:

01.



Sample Packing
list.xlsx

02.



Sample invoice.xlsx

03.



**DECLARATION AND
CONSENT FOR RELEA**

04.



sample cover
letter-Use your letter |