

How to change the commercial address of a company:

1. Log in to My Chamber:

- Go to www.arubachamber.com → [My Chamber](#) → Log in to your account.
- (If you don't have an account yet, see below for account creation instructions.)
- If your company does not appear in your My Chamber account, contact support@arubachamber.com.

2. Submit the change request:

- Click **"Wijziging/Amendments"** → Check **"Change my company's information"** → Select **"Change of company information"** → "Change of address and/or correspondence address."
- Under the **"Wijziging/Change"** tab, select the change you want to make and complete the required fields.
- Under the **"Aangever/Declarant"** tab, enter the details of the current managing director, as only they are authorized to make company changes.
- Under the **"Ondertekenaars/Signatories"** tab, enter the email of the managing director so they can receive and digitally sign the document.
- Under the **"Bijlagen/Attachments"** tab, upload the required documents.

3. Processing the Change:

- Once the managing director/owner has digitally signed the document, the Aruba Chamber of Commerce will receive and process the request.
- Processing time: **up to 24 hours if correctly submitted.**

Required Documents:

- Copy of passport or I.D. of the current managing director/owner (driver's license not accepted)
- Proof of address:
 - **Rental agreement** (for a commercial address)
 - **Letter of authorization** (if the address is not in your name) – Must include a copy of the owner's ID and a Census 5,- extract
 - **Notarial deed** (if you own the house or property)

Create an account:

- Go to www.arubachamber.com and on the homepage click '[View register](#)'.
- Click '[Registreren](#)' and enter your email, first name, and last name. Click 'Sign up'.
- Check your email, click the link, and log in with the provided password.
- Change your password (must include 3 of: lowercase, uppercase, digit, and symbol).
- Set up two-factor authentication: Scan the QR code using an authenticator app (not your camera) and enter the verification code.