

Change of Contact Information

1. Log in to My Chamber:

- Go to www.arubachamber.com → Click on **"My Chamber"** and log in to your account.
- If your company does not appear in your **My Chamber** account, contact **support@arubachamber.com**.

2. Submit the Change Request:

- Click on **"Amendments"** and check the boxes for:
 - Change my company's information
 - Change of company information
 - Change of contact information
- Under the **"Change"** tab, complete the required information.
- Under the **"Declarant"** tab, enter the details of the **owner/director** (only they are authorized to make changes).
- Under the **"Signatories"** tab, enter the email of the **owner/director** to receive the request for digital signature.
- Under the **"Bijlagen/Attachments"** tab, upload the required documents.

Processing the Change:

- Once all steps are completed, the Aruba Chamber of Commerce will review the request.
- **Processing time: 24 hours if correctly submitted.**

Required Documents:

- Copy of passport or I.D. (driver's license not accepted)

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.