

Change of Personal Information Officer – Natural Person

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 officer
 - Change of personal data officer – natural person
- 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.

3. Processing the Change:

- Once the **managing director** has signed the online 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. (driver's license not accepted)
- Civil Registry Extract. Census 5, – (not older than 3 months)

If you are changing nationality due to naturalization we ask additionally:

- Proof of naturalization (Census of Afl. 15, – **and** decreto or Census 10, –)

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.