

How to Change the Commercial Activities 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 the details of my company."** → **"Change of company details"** → **"Change of business activities, services and/or products"**
- Under the **"Wijziging/Change"** tab, select the type of change 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 managing director's email 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 submitted correctly.

Required Documents:

- **Copy of passport or ID** of the current managing director/owner (**driver's license not accepted**).

How to Create an Account:

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