

How to Change a Trade Name

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 Trade Name Change Request:

- Click "**Amendments**" → Check "**Change my company's information**" → Select "**Change of company information**" → "**Change of trade name**".
- Under the "**Change**" tab, enter the **new trade name** and the **effective date**.
- Under the "**Declarant**" tab, enter the details of the **director**, as only they are authorized to make company changes.
- Under the "**Signatories**" tab, enter the **director's email** so they can receive and digitally sign the request.
- Under the "**Attachments**" tab, upload the required documents.

3. Processing the Change:

- Once all steps are completed, the Aruba Chamber of Commerce will review and process the request.
- Processing time: **up to 24 hours if correctly submitted**.
- **Important:** The **Registers Department** must first approve the new trade name. You can request **trade name approval** before proceeding with the actual change by selecting "**Trade name check**."

Required Documents:

- Copy of passport or I.D. of the current managing director/owner (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.