

## **How to Close a Branch (NV or VBA)**

### **1. Log in to My Chamber:**

- Go to [www.arubachamber.com](http://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 Cancellation Request:**

- Click **"Mijn bedrijven/My businesses"** and select the company you wish to close.
- Click the **orange button** labeled **"Bedrijf sluiten/Close business"** and complete the required fields.
- Under the **"Overige/Others"** tab, enter the partner details (all partners must sign the digital form and the written cancellation agreement).
- Under the **"Ondertekenaar/Signatories"** tab, enter the director's email so they can receive and digitally sign the document.
- Under the **"Bijlagen/Attachments"** tab, upload the **required documents**.

### **3. Processing the Cancellation:**

- Once the partners have signed the online document, the Aruba Chamber of Commerce will receive and process the cancellation.
- **Processing time: up to 24 hours if correctly submitted.**

### **Required Documents:**

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

### **Create an account:**

- Go to [www.arubachamber.com](http://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.