

Cancellation/Liquidation Procedure for NV/VBA

Cancellation vs. Liquidation

- Cancellation (dormant):
 - The company remains registered but is inactive and must comply with annual contributions.
- Liquidation:
 - The company is completely removed from the Chamber's registry and must undergo the liquidation process.

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 Cancellation/Liquidation Request:

- Click on "Mijn bedrijven / My companies" and then click on the company you wish to close.
- Then click on the orange box that says "Bedrijf sluiten/close business" and complete the form.
- In the "Gegevens onderneming/Information of the company" section, complete the form.
- In the "Overige/Other" tab, complete the owner's information, as only the owner is authorized to make changes to their company.
- In the "Ondertekenaar/Signatories" tab, enter the email address of the current owner so they can receive the request to sign the document digitally.
- Upload the required documents in the "Bijlagen/Attachments" tab.

Required Documents:

For cancellation:

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

For Liquidation:

- Minutes of the Shareholders' Meeting, with resolution for dissolution and appointment of liquidator and custodian;
- Shareholders' register (updated);
- Copy of passport or I.D. managing director (driver's license not accepted)
- Copy of passport or I.D. liquidator, custodian and shareholders (if different than managing director) (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.

Important notes for liquidation:

- All outstanding **annual contributions** at the Chamber of Commerce must be paid before filing amendments.
- Once the liquidator digitally signs the document, the Chamber of Commerce will process the liquidation **(up to 24 hours)**.
- If the entity has assets, income or revenue:
 - Plan of distribution and final account must be uploaded/mailed (if there are outstanding debts, upload evidence or a payment plan for creditors).
- After completing the aforementioned procedure, you must place an announcement in the Government Gazette of Aruba (Landscourant). For more information, contact the Department of Legislation and Legal Affairs (DWJZ) at Schotlandstraat 53 (between EZ Brothers & Banjolux).
- Mail the (landscourant) publication and final statement to registers@arubachamber.com
- After completing the procedure, you may request a declaration of liquidation from the Chamber for **Afl. 15,-**.