

How to Register a New Branch (FBAO)

1. Log in to My Chamber:

- Go to www.arubachamber.com → Click **"My Chamber"** → Log in to your account.
- (If your company does not appear in your My Chamber account, contact support@arubachamber.com)

2. Start the Registration Process:

- Click **"Nieuw bedrijf inschrijven"** (Register New business).
- Select **"FBAO: Filiaal of bijkantoor van een Arubaanse ondernemingen in- of uitschrijven in mijn onderneming"** (Branch or branch office of an Aruban company).
- Under the **"Gegevens onderneming"** (Company Details) tab, enter the details of the **new branch**.
- Under the **"Overige"** (Other) tab, provide the details of the **current director**, as only they are authorized to register a branch.
- Under the **"Ondertekenaars"** (Signatories) tab, enter the **director's email address**.
- Under the **"Bijlagen"** (Attachments) tab, upload the required documents.

3. Processing Time & Notifications:

- Once the **digital signature** is completed, the Aruba Chamber of Commerce will **review and process** the registration.
- Processing time: **up to 24 hours if correctly submitted**.

Required documents:

- Copy of passport or I.D. (driver's license not accepted)
- *Proof of address can be:*
 - **Rental agreement** (for a commercial address)
 - **Letter of authorization** (if the address is not in your name) – Must include a copy of the owner's ID and a Census 5,- extract
 - **Notarial deed** (if you own the house or property)

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.