

How to register or deregister a (board) member

1. Log in to My Chamber:

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

2. Submit the change request:

- Click on **"Amendments"** and select **"Register or resign natural and/or legal persons in my company"**.
- You will see the question: **"Do you want to do a registration or resignation?"**
Select either **Registration** or **Resignation** of a person.
 - If registering a new (board) member, you will be asked: **"What do you want to register?"** select **Officer**
- Choose whether the person is a **"Natural person"** or a **"Legal person"**.
- Under the **"Registration/Deregistration"** tab, enter the information of the (new) person(s).
- Under the **"Aangever/Declarant"** tab, enter the information of the **president** (only they are authorized to make changes to the company).
- Under the **"Ondertekenaars/Signatories"** tab, enter the email of the **current president** so they can receive and digitally sign the document.
 - If registering a **new** person, enter their email as well. To add multiple signatories, click **"Add signatories"**.
- Under the **"Bijlagen/Attachments"** tab, upload the required documents.

3. Processing the change:

- Once all signatories has signed the online document, the Aruba Chamber of Commerce will receive and process the request.
- **Processing time: Up to 72 hours.**
- If there are any issues with the submission, you will receive a notification in your **My Chamber** account. Please monitor your account for updates.

Required Documents:

- **For registration of a new (board) member:**
 - Minutes + attendance sheet (signed);
 - Copy of passport or I.D. of the current president (driver's license not accepted)
 - Copy of passport or I.D. of the new person(s) (driver's license not accepted)
 - Civil Registry Extract (Census Afl. 5,-), not older than 3 months (not required if the person does not live in Aruba).
 - Proof of personal Tax Identification Number (TIN Number: if the person is not a resident of Aruba).

- **For deregistration of a (board) member:**

- Minutes + attendance sheet (signed) or resignation letter (signed by all parties);
- Copy of passport or I.D. of the current president (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.