

Registration checklist

Proper ID (passport or *cedula*) and a copy.

Proof of Dutch Nationality, either passport or K.B. form, if applicable.

Extract from the Civil Registry Office to verify owner's address (not exceeding one month, for owner and proxy, if applicable).

Three options to verify business' address:

copy of last invoice of water, electricity or telephone of owner & proxy if applicable;

copy of rental agreement or copy of deed of purchase of the business' premises;

letter of agreement of owner of premises, agreeing to the use of address and to take the responsibility to deliver the business correspondence to owner.

Business license or application hereto if applicable.

Marriage certificate, if married out of community of property.

Original authorization letter duly signed with proper ID is required when assigning a third party to register a business.

When owner is not 21 years of age yet, a Court declaration of legal age of minor is required or a copy of marriage certificate (trouwboek) if applicable.

VOF business partners should sign an agreement before registration.

Cancellation of possible dues at the Chamber before registering a new venture.

Complete registration form before appointment.

Before registration verify your trade name on our website. Existing names or similarities are not accepted

For more information on our services or products, contact the Trade & Foundations Register or Business Information & Support at telephone number +(297) 582.1566 or send us an email at registers@arubachamber.com or businessinfo@arubachamber.com

Registration Procedure for a Sole Proprietorship and/or VOF



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**Aruba Chamber of Commerce
& Industry**

Chamber of Commerce & Industry Aruba

The Chamber of Commerce & Industry was officially assigned as the representative body of trade and industry in Aruba on September 8, 1930 by the Lieutenant Governor of Aruba.

Today the Aruba Chamber is an independent semi-government institution that provides solicited and unsolicited information and advice of a social, financial and economic nature in the general interest of commerce and industry to the Aruban government, the Minister of Economic Affairs in particular and the Aruban Business Community.

In addition to these obligations the Aruba Chamber is also responsible for administering and supervising the Trade and Foundations' Register.

Why register?

According to the Trade Register Ordinance any venture conducting any type of commercial activity must be registered not later than one week after its initial start. Since 1988, all foundations are also required to register at the Aruba Chamber.

Who should register?

Anyone, wishing to conduct any type of business, must register. Exceptions to this rule are the public sector; street vendors; the agricultural and fisheries sector; certain professions (with restrictions). Call the Aruba Chamber for more information.

How to register?

The registration procedure depends on the type of business being registered and whether the owner was born on Aruba or not. This flyer will give you an insight of the registration procedure of a sole proprietorship and a general partnership (VOF).

The registration procedure

Registration at the Aruba Chamber is by appointment only, from 8:00 to 11:00 am. When scheduling an appointment, clients are informed on the required documentation for registration depending on their specific situation.

Upon arrival at the Aruba Chamber, your registration form and the required documents will be checked at the reception desk before calling a Trade Register representative to collect your information in order to process it.

A representative from Business Information & Support will provide you with information on starting a business and the services of the Aruba Chamber. This is also an opportunity for you to ask questions.

As soon as the Trade Register representative has processed your business data, you will be called to complete the registration procedure. Before finalizing, the representative will ask the client to verify the information. Adaptations can be done if needed.

And last but not least, a registration fee has to be paid. This fee is calculated according to the investment made in the business and starts at Afl. 80. A registry extract will be ready for pick-up within 24 hours.

Multiple business owners

If you have registered a business before, the Trade Register Department will review your company records before your appointment. If there are any irregularities, such as a change of address and/or open accounts, you will be asked to make the adaptations and/or settle all debts before registering your new business.

For your convenience all documents and forms are available at the Aruba Chamber and on the website www.arubachamber.com.

Authorizing a proxy

Sole proprietorships and VOF's are entities where the owners are personally liable for all company actions & obligations.

When deciding to authorize a proxy, beware of the risks involved. Proxies have (un)limited access to contracts, legal matters & decision making authority on behalf of the owner. In case the proxy is negligent about business debts, taxes or other obligations; causes damage or injuries to a third party during business hours, the owner will be held personally liable for all expenses. If the owner does not have insurance or sufficient funds, other personal assets will be seized to cover the debts and damages. This might even lead to declaring the owner bankrupt.

Front (stroman)

Acting as a front, that is registering a business on your name for somebody else, is against the law and may have serious fiscal and/or legal consequences.

Business License

People who are not born on Aruba; are not Dutch passport holders and who are not 21 years of age or over, must apply for a business license at the Department of Economic Affairs, before registering a sole proprietorship. This also applies for VOF-partners. Without this license you cannot start your business activities. Registration is not accepted without a copy of the application form.

Registration form

Please have your registration form filled out before your scheduled appointment at the Aruba Chamber. Make sure to bring all the required documents for us to be able to process your registration promptly.