

Registration checklist

- Proper ID (passport or *cedula*) and a copy.
- If client does not have a Dutch passport or *cedula*, then the Koninklijk Besluit (KB) form must be submitted with another form of valid identification to prove Dutch nationality.
- Extract from the Civil Registry Office to verify home address (not exceeding three months, for owner and proxy, if applicable).
- Three options to verify business' address:
 - copy of rental or lease 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;
 - Kadaster extract to verify business address.
- “*Bewijs van Nederlanderschap*” must be submitted, when Dutch citizenship was obtained in Aruba, and:
 - “*Bekendmaking van verlenging van het Nederlanderschap*”, or
 - “*Kennisgeving van naturalisatie*”, or
 - Affirmation of the Governor of Aruba when choosing to become a Dutch citizen, or
 - Declaration of registration at the Civil Registry.
- Business license, if applicable.
- Marriage certificate, when 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 18 years of age yet, a Court declaration of legal age of minor is required (*handlichting*) or a copy of marriage certificate.
- 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.
- Registration fee is due on registration day.
- Before registration verify trade name. Existing names or similarities are not accepted.

For more information on our services or products, please contact:
Trade & Foundations Register
Tel. +(297) 582.1566, ext. 21
registers@arubachamber.com
Business Information & Support
Tel. +(297) 582.1566, ext. 35
businessinfo@arubachamber.com

This flyer contains only limited information and does not cover all aspects of the subject. If you need more information, please contact Business Information & Support at the Aruba Chamber.

Aruba Chamber of Commerce & Industry

J.E. Irausquin Blvd. 10
P.O. Box 140
Oranjestad, Aruba
Tel: (297) 582.1566
Fax: (297) 583.3962
www.arubachamber.com
businessinfo@arubachamber.com
registers@arubachamber.com

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Registration Procedure for a Sole Proprietorship and/or VOF



**Aruba Chamber of Commerce
& Industry**

Chamber of Commerce & Industry Aruba

The Chamber was officially designated as the representative body of trade and industry in Aruba on September 8, 1930.

The Aruba Chamber is an autonomous public law institution that provides advice to the Minister of Economic Affairs - both on request and on its own initiative - on issues of economic, financial & general nature. The Chamber also provides bonafide information and support services to the Aruban business community and potential entrepreneurs and investors.

In addition to these obligations the Aruba Chamber is also responsible for administering and supervising two public registers, namely the Trade and the Foundations' Registers.

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 & fisheries sector and 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; or has obtained Dutch citizenship in Aruba or not. This flyer will give you an insight on the registration procedure of a sole proprietorship and a general partnership (VOF).

The registration procedure

Registration at the Aruba Chamber is by appointment, Monday thru Friday. When scheduling an appointment, clients are informed on the required documentation 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 Business Information & Support representative to collect your information.

The representative will check the information with you before sending your documents to the Trade Register department for registration. Adaptations can be done if necessary.

While your business is being registered, you will be provided with information on starting a business and the services of the Chamber. This is also an opportunity to ask questions.

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. 96. Consult flyer 6 for more information. A registry extract will be ready 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 notified 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 our website www.arubachamber.com.

Appointments can also be scheduled online.

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 citizens and who are not 18 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 this license or a copy of the application form.

Registration form

Please have your registration forms 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.