

## Amendments

**Amendments are executed through your 'My Chamber' account.**

**ANY OUTSTANDING AMOUNTS SHOULD BE PAID BEFORE AMENDMENTS CAN BE PROCESSED.**

- **Change or add business activities:**

- Digital Copy of valid passport or ID card
- Updated business license (if applicable)

Applicable to all NV's/VBA's and a person of Category A (sole proprietorship/VOF).

For more information please click the following link: <https://www.deaci.aw/wp-content/uploads/2020/02/Beleidsrichtlijnen-ENGELS-Nieuw-Aangepast-1-mei-2019.pdf>.

- **Change Address:**

- Digital Copy of valid passport or ID card
- Address

Commercial Property: Rental agreement or lease agreement

Residential/Property of someone else:

- Digital Copy of the passport or ID card of landlord/property owner
- Approval Letter from landlord/property owner
- Extract of the Civil Registry (Censo Alf. 5, - not older than 3 months) or Copy Utilities bill (Web/Elmar/Setar)

Own property: -Kadaster (Land Registry) / Copy of the mortgage deed / Notary deed

- **Change of capital**

- **Invested capital:** copy of ID. To decrease the invested capital, also copy of annual reports.
- **Authorized capital:** change is made through the Notary and filed at the Chamber by the Notary.
- **Issued capital/Paid-up capital:** minutes of the shareholders' meeting, copy of shareholders' register, copy of ID of the director.

For the following amendments, only a *valid ID or passport* is needed:

**Starting date**

**Trade name**

**Contact details**

**Number of employees**

**Resignation of a proxy**

- **Appointment of a new Officer, director, Board member (NV/VBA/Foundation/Association):**
  1. Digital Copy of valid passport and /or ID card (authorized officer and the new officer)
  2. Signed Minutes: Shareholders/board meeting
  3. Signed Attendance list
  4. Extract of the Civil Registry (Censo Alf. 5, - not older than 3 months) of the new officer, director, board member
  5. Copy of the deed of the transfer of shares (if applicable)
  6. \*NV /VBA/AVV also requires an up-to-date shareholder register
  7. \*prove of Dutch Citizenship if applicable
  
- **Resignation of an Officer, Board member (NV/VBA/Foundation/Association):**
  1. Digital Copy of valid passport and /or ID card
  2. Signed minutes of the shareholders meeting or a resignation letter addressed to the company's board and signed by the board/shareholders
  3. Members' meeting (Association) and signed attendance list
  4. Copy of the deed of the transfer of shares (if applicable)
  5. \*NV /VBA also requires an up-to-date shareholder registry
  
- **Reactivating the business: NV / VBA**
  1. Digital Copy of valid passport and /or ID card
  2. Extract of the Civil Registry (Censo Alf. 5, - not older than 3 months)
  3. Signed minutes of the shareholders meeting
  4. Shareholders' register
  5. Prove of address
    - Commercial property: rental agreement or lease agreement
    - Residential/property of someone else:
      - Digital copy of the passport or ID card of landlord/property owner
      - Approval letter from landlord/property owner
      - Extract of the Civil Registry (Censo Alf. 5, - not older than 3 months) or copy utilities bill (Web/Elmar/Setar)
    - Own property: Kadaster (Land Registry) / copy of the mortgage / Notary deed / stating the address
  6. Copy of the deed of the transfer of shares (if applicable)

\* Above mentioned documents should be sent to: [registers@arubachamber.com](mailto:registers@arubachamber.com).