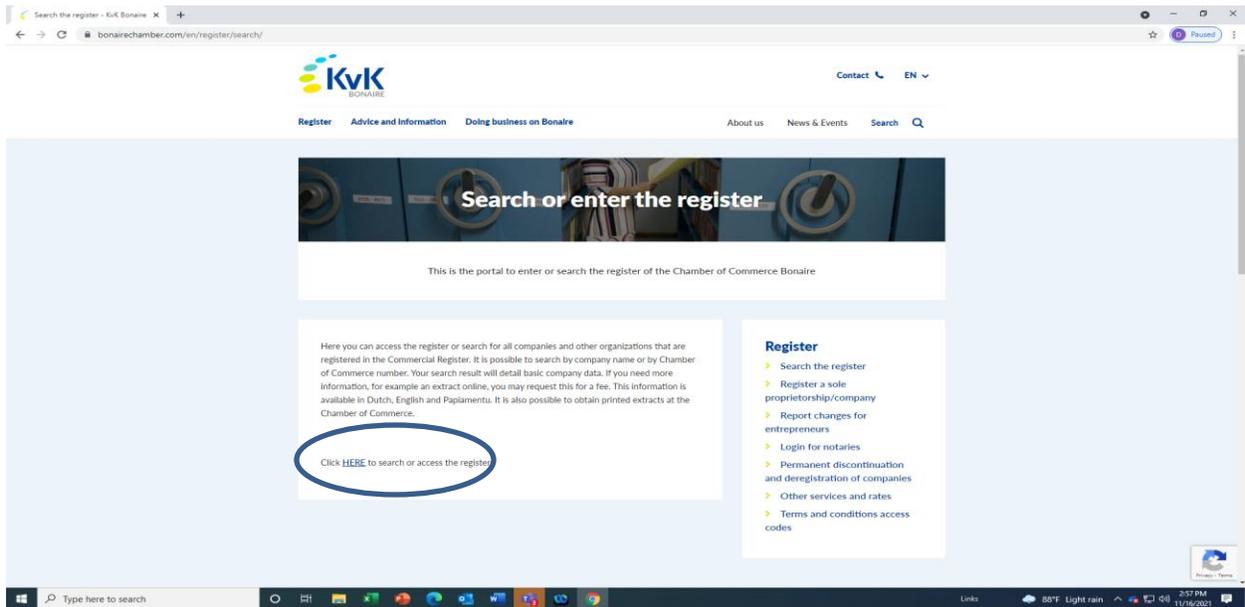**Instructions for New Online Commercial Register**
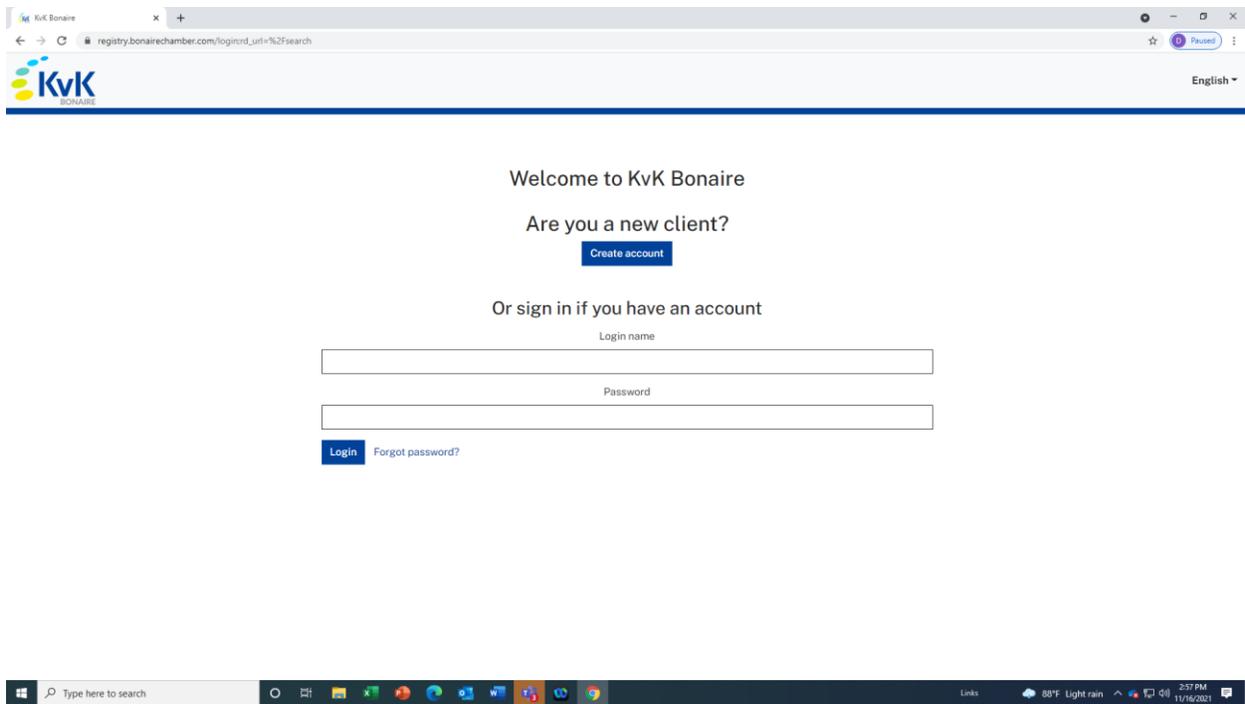**Chamber of Commerce & Industry Bonaire**

1. Go to the Chamber of Commerce website: www.bonairechamber.com

2. Then click on **"search and access the Commercial Register"** (see below)

3. Then at the very bottom of the screen click on "**HERE**" (see printout)

T

his will automatically take you to the Commercial Register system home screen (https://registry.bonairechamber.com)


In order to be able to do the following in the Commercial Register, it is <u>mandatory</u> to create an "account":

- View the Commercial Register (search for companies).
- Purchase products from the Commercial Register.

- Register a new company/organization.
- Report changes for an already registered company (in this case you will need an 'access code' in addition to an account).

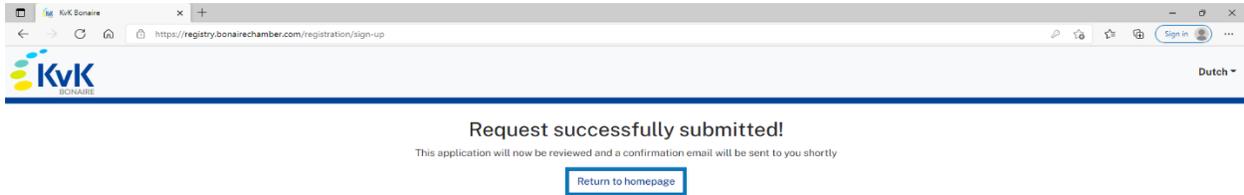4. Click on "**create account**" to create a new account.
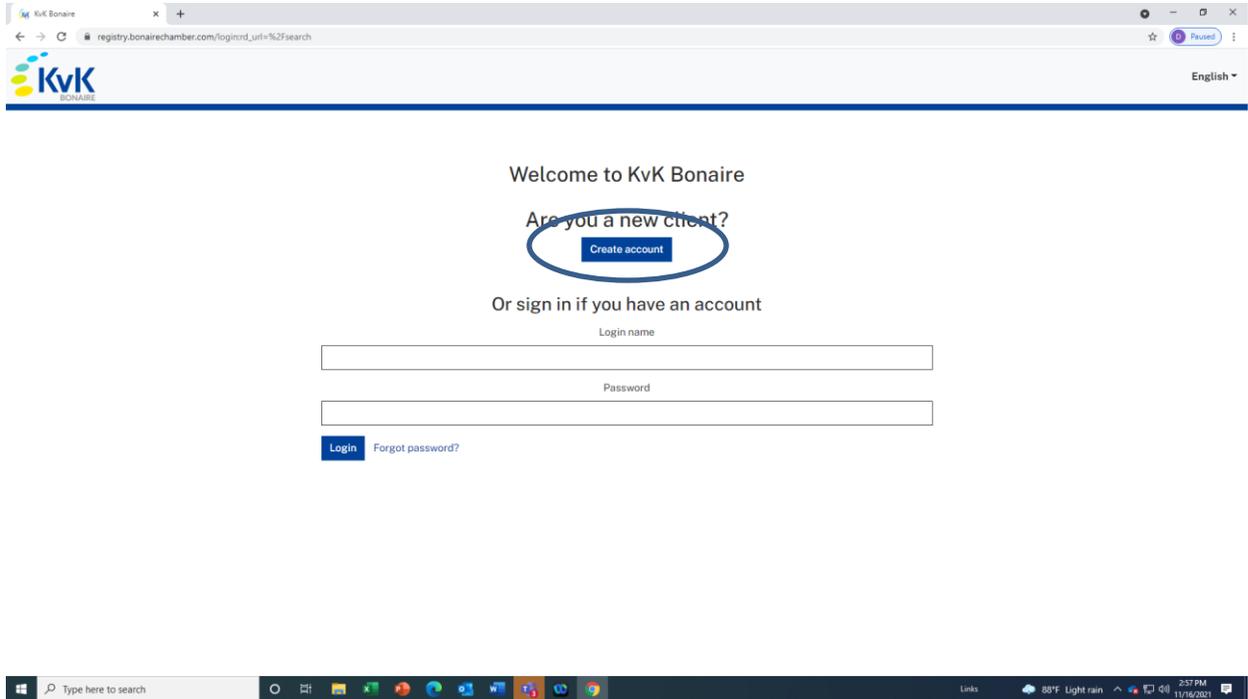
Then fill in the requested (user) data. All fields marked with an * are required.

Please save your login name and password because you will need them to log in later.
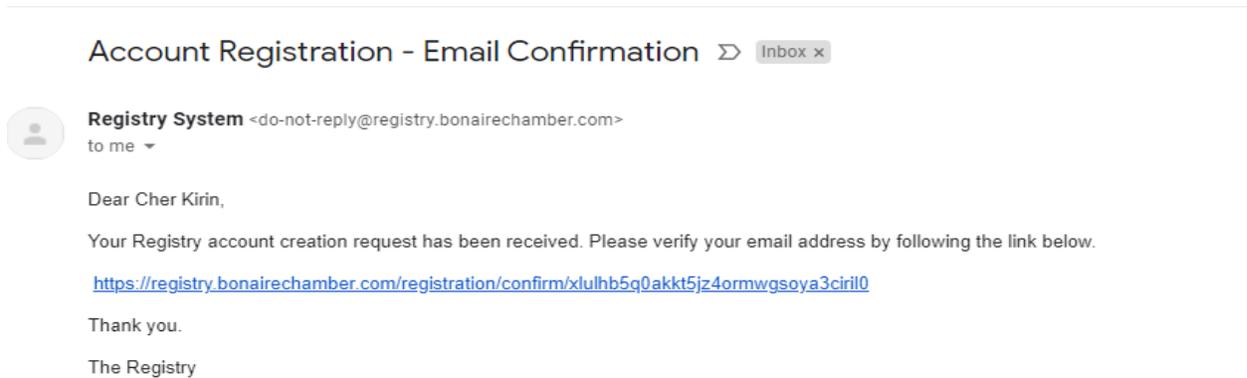

5. Click on "**Register**". You will then get a notification that you have successfully submitted your request.

6. At the same time, an email will be sent to the email address you have entered. If you do not received an email, please check your "spam" or "junk email" folder.
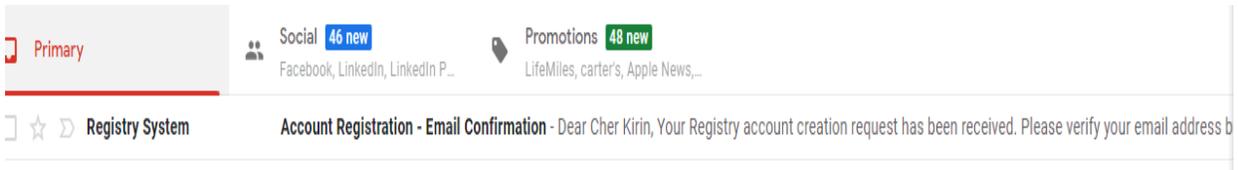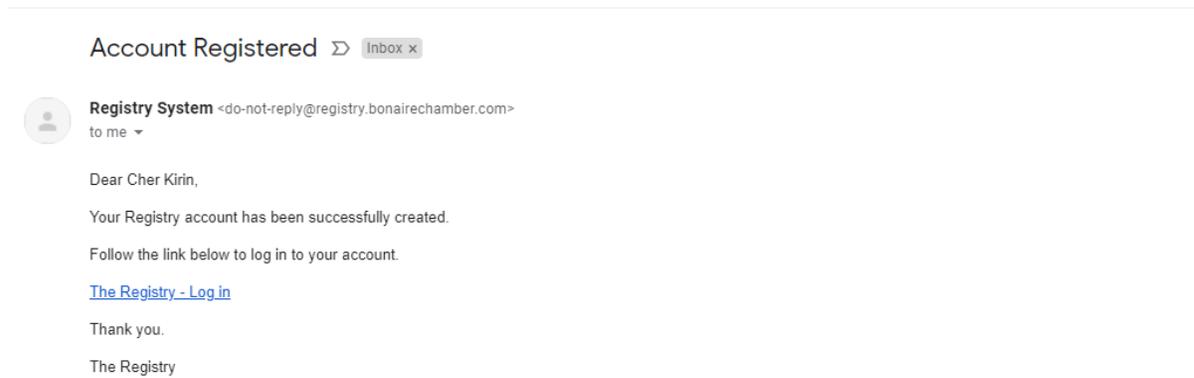

7. Click on the link sent in the email to verify your account.

You will then see a message on the home screen stating that your account has been verified. This will also be confirmed in a new email.
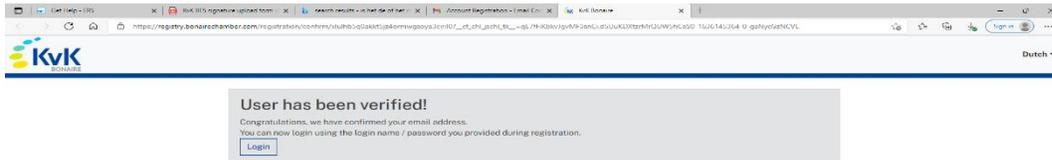
8. Click on the link provided in the confirmation email to log in to the system.

This will bring you back to the home screen where you need to enter your login name and password. You may then search the Commercial Register or purchase products from the Commercial Register. It is possible to pay by credit card or to make payment by bank transfer. (Please quote the reference number you receive after you have placed an order).
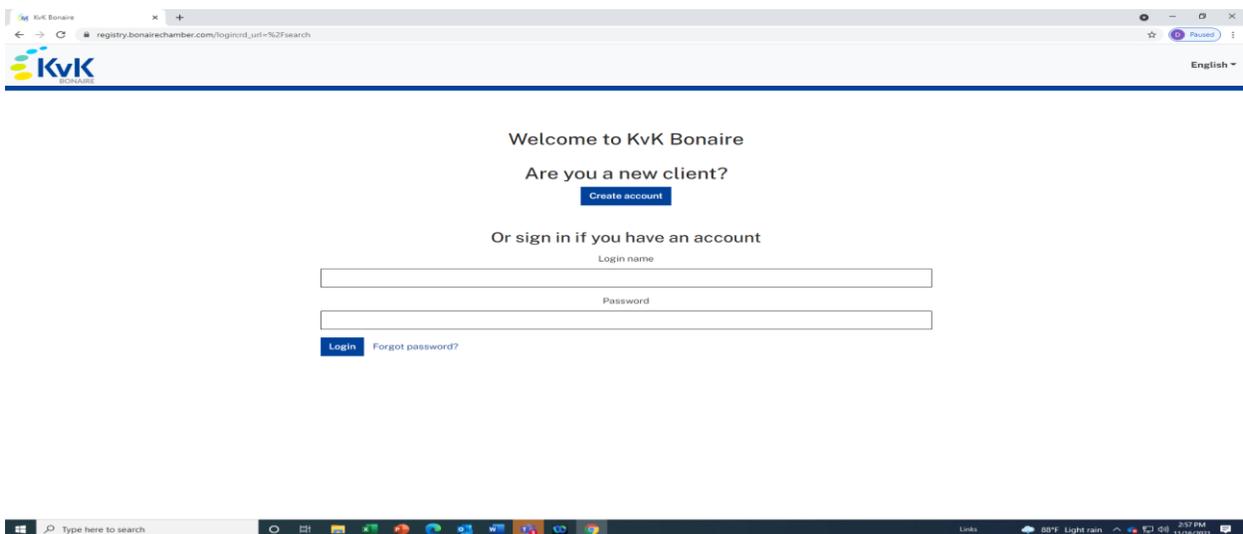
Access Code/Verification Code

An access code is only required if you want to make changes to your own organization or company details (see instructions for making changes to an organization/company).
Should you lose your code, you may request a new one for your organization or company from the Bonaire Chamber of Commerce.