



## FAQ SHEET:

**1] Do I have the correct form?** Forms are listed by the action required and are in English and Dutch on the COCI website. ([www.chamberofcommerce.sx](http://www.chamberofcommerce.sx)). The Model forms in the online application are identical to those on the website.

**2] Do I have a completed form?** All questions must be answered. A clear copy of an official ID must be provided. (passport, drivers license, ID)

**3] Why is contact information important?** So we can reach you if there are issues with the forms submitted.

**4] Do I need more than one form?** That is possible and each form that requires another form lists this at the bottom of the form where you sign.

**5] What is the difference between address and correspondence address?** Address of the business is where the business is physically located. The correspondence address could be a home address or other address.

**6] Why list my website information?** So COCI can make sure that you have listed your business activities correctly and you are assigned a correct code.

**7] Why list my e-mail address?** So COCI for your convenience can e-mail you important information and changes.

**8] How do I know if I can use a name for my business?** Do a name check at COCI to ensure that you can use the name you have chosen for your business.

**9] Do I have to report a change in name or address?** Yes any change in your business location, -contact, -activities, -reference must be reported immediately to COCI.

**10] Do I have to pay for COCI services?** Yes COCI charges for registrations, changes in registration, name checks, issuance of excerpts and declarations.

**11] When do I pay?** You pay when COCI informs you that your product is ready. you present your request at COCI.

**12] How do I pay?** You can pay for all COCI service online when you register for an Online Account, through wire transfer, or at COCI by cash, check, credit and maestro card.

**13] Can I get help from COCI?** Yes. Visit our website for a live chat, call, e-mail or visit COCI if you need any assistance.

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