

Membership Information Amendment Service

Instructions and Required Documents:

First: Submit an amendment request or a written letter signed by the person(s) administratively authorized by the organization or company, indicating the type of amendment required to the member's file, highlighting the document required to be amended, added or canceled, including but not limited to: (commercial registration document, trade name document, lease contract to amend or add the address (signed) or when the title deed for the property is available, etc...), provided that this amendment includes any of the data on the member's registration with the Chamber.

Second: Submit an amendment request or a written letter signed by the person(s) administratively authorized by the institution or company upon request to cancel a registered branch or branches previously registered in the Chamber's records without presenting any other documents.

Procedures for obtaining the service:

- 1- Obtain the number from the automated queuing system.
- 2- Submit the required documents.
- 3- Enter the service into the computer system.
- 4- Pay the service fee.
- 5- Receive the membership certificate of the Amman Chamber of Commerce.

Location Where the Service is Provided:

- Membership Section of the Member Services Department in the Chamber.
- Chamber's Office at the Ministry of Industry, Trade and Supply.
- Chamber's Office at the Ministry of Investment.

Prescribed Fees:

Amendment fees on the membership file, except for capital increase with changing to a higher category:

- 1- The capital of the company/organization is five thousand dinars or more: The fee is four dinars.
- 2- The capital of the company/organization is less than five thousand dinars: The fee is two dinars.

