



Press Release:

Submission of Personnel Register 2025 and Personnel Needs 2026

ORANJESTAD – The Labor Ordinance 2013 (*Arbeidsverordening 2013*, AB 2013 no. 14) has been in effect since April 1, 2013. Based on Articles 28 and 30 of the Labor Ordinance 2013, all companies are required to possess a Work List (*Arbeidslijst*) and a Personnel Register (*Personeelsregister*). The implementation of these articles is regulated by the National Decree on Registers Labor Ordinance 2013 (*Landsbesluit Registers Arbeidsverordening 2013*).

Over the last two years, a new procedure was introduced for submitting these documents to the **Directie Arbeid & Onderzoek (DAO)**. This procedure means your company will have access to DAO's **LABORA** database via a secure portal using personal login credentials. Through this portal, you can view your employees' data at any time, make changes (mutations), and register new employees.

The LABORA database contains various labor market data, including: company information, employee records, personnel needs and related projects, work lists, data on temporary workers via employment agencies, employees who have left the service, and information regarding workers with work permits. All changes or new data, such as a new employee entering service, are communicated exclusively via the LABORA portal. Access to the LABORA portal is necessary for this.

Starting in **January 2026**, DAO will accept the **Personnel Register 2025** and **Personnel Needs 2026** only through the LABORA portal. Your company can choose to submit data by filling out and submitting a digital form via the portal or by uploading an Excel file.

Specific information regarding the data submission follows below:

Access to the LABORA Database Portal

If your company does not yet have access to the database portal, you can request access from DAO via the following emails:

aanvraagpr@gmail.com, **simon.brete@aruba.gov.aw**, or **louissetty.croes@aruba.gov.aw**. You can also download the necessary forms and instructions for the request via our website (www.daoaruba.com). For additional information or support, please contact us via the email addresses listed above. DAO encourages all companies to connect to the LABORA database as soon as possible.

First-Time Submission and Changes to Employee Data (Personnel Register)

New data or changes can be made via the portal in three ways:

1. Via standard forms available in the portal menu.
 2. By uploading an Excel file for the first time.
 3. By uploading an Excel file to make changes (mutations) to employee data.
- **Re: 1)** Standard forms are most appropriate for small changes, such as job titles, salaries, workdays, or work hours, and for situations with fewer than ten (10) employees. A separate form must be filled out for each employee.
 - **Re: 2)** When sending employee data to DAO for the first time, you must use the Excel file (*Migratie - Eerste upload werknemersgegevens*).
 - **Re: 3)** If there are multiple changes, you can use the Excel file (*Wijzigingen werknemersgegevens*).

Both Excel files must be prepared according to the prescribed format available on the DAO website. Completely filled Excel files can be submitted directly through the portal. More instructions are available on the DAO website.

New data and changes can occur at any time during the year but must be submitted no later than **ten (10) working days** after the change. DAO processes the received changes and new data within five (5) working days.

Submission of Personnel Needs for 2026

Personnel Needs for 2026 are also submitted via the LABORA portal using the designated forms. Throughout the year, you can indicate a new need or make changes to already indicated needs via the portal. This is possible at any time.

Companies that already have access to LABORA can submit their data via one of the mentioned ways. Companies that do not yet have access to the database must first request the necessary information to obtain the required access as described above.

Companies using an intermediary, such as an administration office, must keep in mind that the **legal obligation** to submit the Personnel Register rests on the employer, not the intermediary.

Companies are asked to submit employee data and personnel needs via the portal, or ensure data in LABORA is updated, during the period from February 2, 2026, to March 31, 2026. After this period, inspections for non-compliance will take place.

Companies that do not comply with the stipulated submission period as well as those that have not submitted a Personnel Register in previous years are acting against Article 30 of the Labor Ordinance 2013. In cases of non-compliance, an administrative sanction can be imposed up to a maximum of Afl. 5,000.-. The incorrect or incomplete filling of the Personnel Register also falls under non-compliance with Article 30.

For questions regarding the Personnel Register or related topics, you may contact Mrs. Louissety Croes via telephone 523 7722 or via e-mail louissety.croes@aruba.gov.aw , or Mr. Simon (Oscar) Brete via telephone 523 7718 or via e-mail simon.brete@aruba.gov.aw , or you may contact an employee of the Bureau of Labor Market Research (Bureau Arbeidsmarktonderzoek) via telephone 523 7720.

