

# EU Exit Checklist

Name

Position

Organisation

## HOW READY FOR THE EU EXIT ARE YOU?

### People

- 1 Do you employ any EU nationals?
- 2 If yes do they have settled status or right to remain?
- 3 Do you employ any UK nationals who work in the EU?
- 4 If yes do they have settled status in the EU?
- 5 Do you have staff who regularly travel to the EU for work?

Yes ? No N/A

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Goods

- 6 Do you sell products to customers in the EU?
- 7 If yes - do you have an EORI number?
- 8 Do you buy products from suppliers in the EU?
- 9 If yes - have you registered for simplified import procedures?
- 10 Are any of export deliveries timebound with penalties ?
- 11 Have you had advice from an export specialist service on documentation INCO terms and letters of credit?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Services

- 11 Do you provide any services or advice to EU customers ?
- 12 Do you receive personal data from the EU/EAA?
- 13 Do you have a .EU webdomain or any other EU web domains?
- 14 Do you have an EU specialis tlawyer who can advise on contracts and how they might be impacted?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Money

	Yes	?	No	N/A
15 Do spend large amounts on supplies or services from the EU?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 Do you have a bank account in the EU?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17 Will any of your non-EU clients now face import duties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 Will changes to VAT will affect you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 If needed have you registered for MOSS?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 Do you have exchange services in place to protect against currency fluctuation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Now total the number of **RED** and **?** answers you have ticked

### 0 to 3 **RED** Answers

You don't have too much to worry about but review the red answers you do have and check you are prepared. There is a lot of support available and much of it fully funded, especially for smaller businesses. This programme offers support and we can also signpost you onto further sources of specialist advice and guidance.

### 4 or more **RED** Answers

You should develop a contingency plan NOW to ensure you have everything in place by the end of the year. Focus first on the areas where you have selected a RED answer, and then check the details on the answers where you were unsure of this applies to you or you simply do not know. Support to help you put a plan in place is available through this programme, and there is additional support available from the Business Growth Hub. We can also signpost you to specialist sources of advice and guidance, for example the Chamber of Commerce who can provide guidance on INCO terms and export documentation. There is a lot of support available and much of it fully funded, especially for smaller businesses, but it is vital that you start to plan now as some things take time to organise.

### Answers where you have selected **?**

Review each of your ? answers to identify if they need to be red or green - then recalculate your totals. Support is available to help you do this and to identify if you need a contingency plan. We recommend you act NOW as some things take time to organise.