

Surrey  
Chambers of  
Commerce  
The Ultimate Business Network



# BREXIT BUSINESS CHECKLIST

UPDATED: 11th April 2019

# BUSINESS BREXIT CHECKLIST

This checklist has been created to help businesses consider the changes that Brexit may bring to your firm, and to help business planning at both operational and Board levels.

The UK's impending departure from the European Union will bring change for businesses of every size and sector. While some companies are already planning for the challenges and opportunities ahead, Chambers of Commerce believe that all firms – not just those directly and immediately affected – should be undertaking a Brexit 'health check', and a broader test of existing business plans. Time spent thinking through the changes that Brexit may bring to your firm could yield real dividends in future.

While the final settlement between the UK and the European Union is still to be negotiated, there are steps that businesses of all sizes can take now to start planning ahead. Recent Chamber surveys have asked:

- Have you / your management team devoted time to considering the potential consequences of Brexit – direct or indirect – on your businesses?
- If you have one, have you consulted with your Board of Directors on Brexit – or scheduled an opportunity to do so?
- Have you mapped your supplier and customer base – and considered how changes in the UK-EU trade relationship could affect them?

Have you checked to see if your sector is included in the planning notices issued by the UK Government and European Commission? Find more at [www.gov.uk/government/collections/how-to-prepare-if-the-uk-leaves-the-eu-with-no-deal](http://www.gov.uk/government/collections/how-to-prepare-if-the-uk-leaves-the-eu-with-no-deal) & [www.ec.europa.eu/info/brexit/brexit-preparedness/preparedness-notices\\_en](http://www.ec.europa.eu/info/brexit/brexit-preparedness/preparedness-notices_en)

The checklist below has been prepared in response to BCC research on business preparations, and in response to member queries and the information available from government. We hope you find it useful as a basis for business planning at both operational and Board level. For further information and government guidance links, please visit <https://www.britishchambers.org.uk/page/business-brexit-checklist>.

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*\*Please note that where materials refer to precise timelines for policy, these may be subject to revision as events unfold*

# HAVE YOU CONSIDERED THE FOLLOWING?

<b>Workforce</b>	✓
What percentage of your UK workforce is from the EU27? Do your staff know the next steps to take to register as an EU citizen working in the UK? What can you do to help retain skills and labour?	
What will be your skills and labour needs over the next few years? Will you need to hire someone from outside the UK? What steps will you need to take to hire them? Could different arrangements (remote working) be feasible for your business?	
<b>Cross-Border Trade</b>	✓
What customs procedures do you comply with for trade with non-EU markets? Are you ready, if the need arises, to apply these to imports from or exports to the EU?	
How resilient is your supply chain to potential border delays? Do any contracts you have include penalties for late delivery?	
Do you know the HS codes (international classification system) for your products? Do you know the EU MFN tariff that is applicable for your product?	
If the UK and the EU do not reach an agreement that removes all tariffs, what would the impact of the MFN tariff be on your cost base?	
If you are a supplier, has your customer asked you to provide proof of where you source your content? Would you be able to provide it if asked? If you buy your components from local suppliers, have you thought about conducting an audit of where they source their materials?	
Do you import or export using lower duty rates ('preferences') provided by the EU's existing trade agreements? How might changes to, or the ending of, these preferential rates impact you?	
Have you considered applying as an Authorised Economic Operator? Will your business handle new Customs and Safety and Security Declarations in-house or with a third-party?	
Do you have a member of staff knowledgeable in Customs and export? Would it be valuable to train a member of staff in this area?	
Has your business registered for an EORI number to continue trading with the EU in the event of a no deal?	
Are you familiar with INCOTERM rules?	
<b>Taxation / VAT</b>	✓
Do you know which country would be best suited to support your supply chain to EU customers/suppliers? Do you have access to bank guarantees required by Fiscal Representatives? Does your business model allow enough margin to absorb the increased costs these new procedures will bring? If you are a business that is stockpiling, have you checked with your insurer or insurance adviser on whether you are still fully insured?	
<b>Currency / Intellectual Property / Contract</b>	✓
What currency are you being paid in? Have you considered the possibility of further currency movements, and how this might affect existing and future contracts?	
Do you own any Intellectual Property rights? Have you contacted trademark bodies/Solicitors / IP advisors on how to protect your intellectual property after March 2019?	
Do your contracts refer to any terms that should be reviewed in light of the UK leaving the EU? Do they make references to the UK being a member state / to the EU? Does your contract rely on EU regulation applicable to contractual arrangements?	
Which regulatory agencies do you work with? What steps might you need to take to comply with separate UK and EU regulators in future?	
Do you know if the EU's e-commerce Directive is relevant to your business? Does your business operate any websites with a '.eu' domain name registration?	

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
<p><b>Workforce and future skills needs</b></p>	<p><i>Under the Withdrawal Agreement, EU nationals and their family members who have lived in the UK for at least five years by 31 December 2020 will be able to apply for UK Settled Status. Those who have been here for less than 5 years, can apply for Pre-Settled status until they meet the full criteria. The EU Settlement Scheme will open fully by 30 March 2019 and the deadline for applying will be 30 June 2021. Further ahead, there will be changes in the UK's immigration regime. The British Chambers of Commerce is advising the Home Office on this, using feedback from across the UK Chamber Network.</i></p> <p><i>If the UK leaves the EU without a deal, the government has announced arrangements for EU citizens arriving in the UK in the event that the UK leaves the EU without a deal and before the new skills-based immigration system is introduced in 2021.</i>  <a href="https://www.gov.uk/government/news/government-outlines-no-deal-arrangements-for-eu-citizens">https://www.gov.uk/government/news/government-outlines-no-deal-arrangements-for-eu-citizens</a></p> <p><b>EU Citizens already in the UK or arriving before EU exit day:</b></p> <ul style="list-style-type: none"> <li><i>EU Citizens already resident in the UK by exit day can apply to the EU Settlement Scheme, albeit with the deadline for applications brought forward to 31 December 2020</i></li> <li><i>EU citizens with 5 years' continuous residence in the UK upon application are eligible for settled status</i></li> <li><i>Those with less than 5 years' continuous residence in the UK will be eligible for pre-settled status</i></li> <li><i>Irish citizens do not need to apply to the scheme to protect their rights in the UK, though they are able to do so if they want to. Non-Irish, non-British family members of Irish citizens will need to apply to the EU settlement scheme if they want to stay in the UK after 31 December 2020.</i></li> </ul> <p><b>EC Citizens arriving in the UK after EU exit day</b></p> <p><i>After exit day, newly arriving EU/EEA/Swiss citizens can visit, work, study for up to 3 months without a visa.</i></p>	<p><b>What percentage of your UK workforce is from the EU27?</b></p> <p><b>Do your staff know the next steps to take to register as an EU citizen working in the UK?</b></p> <p><b>What can you do to help retain skills and labour?</b></p> <p>The EU Settlement Scheme will be fully open on 30 March 2019. Applications are free of charge. <a href="http://www.gov.uk/settled-status-eu-citizens-families">www.gov.uk/settled-status-eu-citizens-families</a></p> <p>The Home Office has published an Employer Toolkit which covers the key details of the EU Settlement Scheme, information and materials with which to support affected staff and their families: <a href="http://www.gov.uk/government/publications/eu-settlement-scheme-employer-toolkit">www.gov.uk/government/publications/eu-settlement-scheme-employer-toolkit</a></p> <p>The toolkit includes:</p> <ul style="list-style-type: none"> <li>• Toolkit introduction – specific information for employers' outlining how they can use the toolkit to help them communicate.</li> <li>• Briefing pack – provides key information about the EU settlement scheme and can be used for presentations, face-to-face events or webinars with EU citizens</li> <li>• Leaflets, factsheets and application flowcharts – materials for EEA and Swiss citizens, focusing on eligibility requirements, how to apply and the support services available.</li> <li>• Posters – provide key information on timelines and why EU citizens need to apply.</li> <li>• Downloadable videos – to advertise the scheme on social media and other platforms.</li> <li>• Z-card handouts – details about the scheme in a handy format for European citizens.</li> </ul> <p>Guidance is now available on gov.uk in 23 official EU languages, as well as in Norwegian, Icelandic and Welsh. There are also other translated assets, which include:</p> <ul style="list-style-type: none"> <li>• EU Settlement Scheme campaign poster</li> <li>• Video about the Scheme and how to apply</li> <li>• One-page factsheet</li> </ul> <p>The Home Office Guidance on EU Settlement Scheme Assisted Digital Service: <a href="http://www.gov.uk/government/publications/eu-settlement-scheme-assisted-digital-service">EU Settlement Scheme Assisted Digital Service</a> for applicants who don't have the appropriate access, skills or confidence to complete the form. - <a href="https://www.gov.uk/government/publications/eu-settlement-scheme-assisted-digital-service">https://www.gov.uk/government/publications/eu-settlement-scheme-assisted-digital-service</a></p>	

	<p><i>EU/EEA/Swiss citizens who want to stay in the UK beyond the initial 3 months visa free period, can apply for EU Temporary Leave to Remain from within the UK for up to 36 additional months</i></p> <ul style="list-style-type: none"> <li><i>EU Temporary Leave to Remain is not extendable and will not guarantee a route to settlement in the UK</i></li> <li><i>To stay beyond 36 months, need to apply and qualify under the new future immigration system in 2021</i></li> <li><i>In both a deal or no deal scenario, employers should continue to conduct the same Right to Work checks they do currently using EU/EEA/Swiss citizens' passport or national identity card, until 2021.</i></li> </ul>		
<p>EU-UK business mobility and recognition of qualifications</p>	<p><i>In the event that the UK leaves the EU with a deal, the UK's new immigration regime is expected to operate from 2021. The British Chambers of Commerce is advising the Home Office on this, using feedback from across the UK Chamber Network.</i></p>	<p><b>What will be your skills and labour needs over the next few years?</b>  <b>Will you need to hire someone from outside the UK?</b>  <b>What steps will you need to take to hire them?</b>  <b>Could different arrangements (remote working) be feasible for your business?</b></p> <p>Consider how your future travel to the EU for the servicing of contracts or other purposes may be affected. Check the non-EEA visa requirements for the country you are visiting: <a href="http://www.gov.uk/foreign-travel-advice">www.gov.uk/foreign-travel-advice</a>.</p> <p>If you transfer staff between businesses in your group, or run a graduate training scheme, restrictions may apply. Current non-EEA Intra Company Transfers fall under the UK's Tier 2 sponsorship arrangements, with regulatory and record keeping requirements for employers: <a href="http://www.gov.uk/uk-visa-sponsorship-employers">www.gov.uk/uk-visa-sponsorship-employers</a>.</p> <p>Are you and your employees aware of changes to UK passport rules for travel to Europe in the event of a no deal? UK government guidance on passport rules after Brexit; Passport rules for travel to Europe after Brexit. <a href="https://www.gov.uk/guidance/passport-rules-for-travel-to-europe-after-brexit">https://www.gov.uk/guidance/passport-rules-for-travel-to-europe-after-brexit</a></p> <p>The future skills-based immigration systems white paper sets out the government's plans to introduce a new single immigration system, from January 2021, ending free movement. <a href="https://www.gov.uk/government/publications/the-uks-future-skills-based-immigration-system">https://www.gov.uk/government/publications/the-uks-future-skills-based-immigration-system</a></p> <p>FCO has issued EU Exit information for UK nationals living in or traveling to and from the EU if there's no deal – includes work, education, recognition of professional qualifications etc : <a href="https://www.gov.uk/guidance/important-eu-exit-information-for-uk-nationals-if-theres-no-deal">https://www.gov.uk/guidance/important-eu-exit-information-for-uk-nationals-if-theres-no-deal</a></p> <p>FCO information on the rights and status of UK nationals living in the European Union, European Economic Area (EEA) and European Free Trade Area (EFTA), and Switzerland: <a href="https://www.gov.uk/guidance/advice-for-british-nationals-travelling-and-living-in-europe">https://www.gov.uk/guidance/advice-for-british-nationals-travelling-and-living-in-europe</a></p> <p>Information on travel modes and what you may need to do to travel to or in the EU and EEA after the UK leaves the EU on 29 March 2019; <a href="https://www.gov.uk/guidance/passenger-travel-to-the-eu-by-air-rail-or-sea-after-brexit">https://www.gov.uk/guidance/passenger-travel-to-the-eu-by-air-rail-or-sea-after-brexit</a></p>	

		Staff may require a visa to undertake any work in the EU. Information on the rights of UK nationals travelling in the European Union, European Economic Area (EEA) and European Free Trade Area (EFTA), and Switzerland;  <a href="https://www.gov.uk/guidance/uk-nationals-travelling-to-eu-essential-information">https://www.gov.uk/guidance/uk-nationals-travelling-to-eu-essential-information</a>	
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## CROSS – BORDER TRADE

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
Cross-border Trade	<i>In the event of a no deal Brexit, UK businesses trading with the EU will need to register for an Economic Operator Registration and Identification number (EORI) to continue trading.</i>	<p><b>Has your business registered for an EORI number to continue trading with the EU in the event of a no deal?</b></p> <p>UK Government guidance on EORI numbers: Get a UK EORI number to trade within the EU: <a href="https://www.gov.uk/guidance/get-a-uk-eori-number-to-trade-within-the-eu">https://www.gov.uk/guidance/get-a-uk-eori-number-to-trade-within-the-eu</a></p>	
Customs facilitations, reliefs etc	<i>There are a number of duty relief schemes available to UK businesses.</i>	<p>It may be worthwhile for your business to consider applying for these.</p> <p>There is also a trusted trader scheme – Authorised Economic Operator (AEO) – that may be relevant to you if your supply chain also takes part in it. Please speak to your local Chamber to learn more about these.</p> <p>Will your business handle new Customs and Safety and Security Declarations in-house or with a third party?</p> <p>If your business is exporting live animals or animal products, do you have the right documentation (e.g. Export Health Certificates, Catch Certificate, equine/Plant IDs)? And are your drivers aware of the required documentation?</p> <p>If you are importing certain types of food and feed of non-animal origin, you may be subject to increased import controls. Have you considered the requirements for certain types of goods to enter through Border Inspection Posts and/or Designated Points of Entry?</p> <p>You can now register for simplified import procedures if the UK leaves the EU without a deal: <a href="https://www.gov.uk/government/news/hmrc-outlines-extension-of-transitional-simplified-procedures">https://www.gov.uk/government/news/hmrc-outlines-extension-of-transitional-simplified-procedures</a></p> <p>Do you plan to apply for additional customs relief or trusted trader schemes from HMRC? Read more about them at <a href="http://www.gov.uk/duty-relief-for-imports-and-exports">www.gov.uk/duty-relief-for-imports-and-exports</a> &amp; <a href="http://www.gov.uk/guidance/authorised-economic-operator-certification">www.gov.uk/guidance/authorised-economic-operator-certification</a></p>	
Customs / Export Training		<p><b>Do you have a member of staff knowledgeable in customs and export?</b></p> <p><b>Would it be valuable to train a member of staff in this area?</b></p> <p>Chambers are able to provide both ongoing support and relevant training. Visit <a href="http://www.surrey-chambers.co.uk">www.surrey-chambers.co.uk</a> for training courses and support.</p> <p>Customs/export training: HMRC have announced a programme of training and IT support for customs intermediaries in December. The purpose of the training is to give traders an</p>	

		<p>understanding of how to compile the information needed for simple import and export customs declarations entries. HM Treasury and HMRC announced a one-off investment to support broker training and increased automation. As part of this investment, funding has been set aside for grants to help meet the upfront costs of employee training and IT improvements: <a href="https://www.customsintermediarygrant.co.uk/">https://www.customsintermediarygrant.co.uk/</a></p>	
<p><b>EU trade agreements with third countries</b></p>	<p><i>The UK Government has indicated its intention to secure the benefits of existing EU trade agreements with other countries. However, businesses may need to consider a scenario where the terms were to change and preferential trade terms are no longer available.</i></p>	<p><b>Do you import or export using lower duty rates ('preferences') provided by the EU's existing trade agreements?</b></p> <p><b>How might changes to, or the ending of, these preferential rates impact you?</b></p> <p>If you are supplying to a partner in the EU who is exporting to a third country with which there is an agreement, please be aware that EU firms have been encouraged to look for EU-only (not UK) content to be able to benefit from lower tariff rates. Consider if there is any way for you to mitigate this.</p>	
<p><b>Exports</b></p>	<p><i>The UK's listed status application has been agreed by EU Member states after it met animal health and biosecurity assurances required for a third country to export live animals and animal products</i></p>	<p>Full guidance from Defra about exporting animals and animal products can be found here: <a href="http://www.gov.uk/guidance/exporting-animals-products-fish-and-fishery-products-if-the-uk-leaves-the-eu-with-no-deal">www.gov.uk/guidance/exporting-animals-products-fish-and-fishery-products-if-the-uk-leaves-the-eu-with-no-deal</a></p> <p>To export animals and animal products to the EU your consignment will need to:</p> <ul style="list-style-type: none"> <li>• Apply for your Export Health Certificate (EHC) using the form finder: <a href="http://www.gov.uk/export-health-certificates">www.gov.uk/export-health-certificates</a></li> <li>• Have your EHC signed by an authorised signatory following an inspection of your consignment. Find an authorised signatory here <a href="http://www.gov.uk/government/publications/find-a-professional-to-certify-export-health-certificates">www.gov.uk/government/publications/find-a-professional-to-certify-export-health-certificates</a></li> <li>• Send your consignment with the original EHC, and email a copy to your EU importer or import agent to enable them to pre-notify the EU Border Inspection Post (BIP)</li> <li>• Check your trade route goes to an EU BIP which is appropriate for your consignment.</li> </ul>	
<p><b>Imports from EU Countries</b></p>	<p><i>In order to minimise disruption, the UK has been granted continued access TRACES, the EU's import notification system. This access is for some EU imports only. The commodities this affects include live animals, germinal products, certain animal products and animal by-products imported to the UK from the EU. The UK will have access to the same or equivalent information on TRACES for these consignments that it does now.</i></p>	<p>The UK will retain access to TRACES until later this year. This means that you should continue with the current processes for notifying authorities and raising the required certification on TRACES including:</p> <ul style="list-style-type: none"> <li>• UK importer completing the import notification form, IV66, and sending to the APHA (other notification processes exist for imports overseen by DAERA (NI imports) and Fish Health Inspectorate)</li> <li>• EU exporter or appointed EU OV completing any required documentation on TRACES (e.g. ITAHC or DOCOM)</li> <li>• The consignment can travel to the UK without border inspection.</li> </ul>	
<p><b>Import from third (non-EU) countries</b></p>		<p>If your business imports goods such as animal and animal products from non-EU countries, these imports will need to be notified through the UK's new Import of products, animal, food and feed systems (IPAFFS). Full guidance from Defra about non-EU imports can be found here: <a href="http://www.gov.uk/guidance/importing-animals-animal-products-and-high-risk-food-and-feed-not-of-animal-origin-if-the-UK-leaves-the-EU-with-no-deal">www.gov.uk/guidance/importing-animals-animal-products-and-high-risk-food-and-feed-not-of-animal-origin-if-the-UK-leaves-the-EU-with-no-deal</a></p>	

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
<p>Tariffs on UK-EU trade</p>	<p><i>The British Chambers of Commerce has been advocating for zero tariffs on trade between the UK and the EU after Brexit.</i></p> <p><i>However, businesses should consider the potential impact of a situation where there are tariffs between the UK and the EU - based on the EU Most Favoured Nation (MFN) tariff (which applies to countries that do not have a special agreement with the EU).</i></p>	<p><b>Do you know the HS codes (international classification system) for your products? Do you know the EU MFN tariff that is applicable for your product?</b></p> <p><b>If the UK and the EU do not reach an agreement that removes all tariffs, what would the impact of the MFN tariff be on your cost base?</b></p> <p>UK Government technical notice on classifying your goods in the UK Trade Tariff if there's no Brexit withdrawal agreement: <a href="http://www.gov.uk/government/publications/classifying-your-goods-in-the-uk-trade-tariff-if-theres-no-brex-it-deal">www.gov.uk/government/publications/classifying-your-goods-in-the-uk-trade-tariff-if-theres-no-brex-it-deal</a></p> <p>UK Government technical notice on trade remedies if there's no Brexit withdrawal agreement: <a href="http://www.gov.uk/government/publications/trade-remedies-if-theres-no-brex-it-deal">www.gov.uk/government/publications/trade-remedies-if-theres-no-brex-it-deal</a></p> <p>MFN and tariff quota rates of customs duty on imports if the UK leaves the EU with no deal: <a href="https://www.gov.uk/government/publications/temporary-rates-of-customs-duty-on-imports-after-eu-exit/mfn-and-tariff-quota-rates-of-customs-duty-on-imports-if-the-uk-leaves-the-eu-with-no-deal">https://www.gov.uk/government/publications/temporary-rates-of-customs-duty-on-imports-after-eu-exit/mfn-and-tariff-quota-rates-of-customs-duty-on-imports-if-the-uk-leaves-the-eu-with-no-deal</a></p> <p>In a no deal scenario your business will need to check the tariffs on exports to the EU before the UK leave: <a href="http://ec.europa.eu/taxation_customs/business/calculation-customs-duties/what-is-common-customs-tariff/taric_en">http://ec.europa.eu/taxation_customs/business/calculation-customs-duties/what-is-common-customs-tariff/taric_en</a></p>	
<p>Incoterms</p>		<p><b>Are you familiar with INCOTERMS?</b></p> <p>Knowing the International Terms and Conditions of Service will help you set the right contract terms to reflect potential changes of status (becoming an exporter/importer) once the UK leaves the EU.</p>	
<p>Rules of Origin in UK-EU trade</p>	<p><i>Even if the UK has a zero-tariff trade agreement with the EU, companies will need to prove that their product is of UK origin to benefit from this (usually, this means that 50-55% of the product has to be locally sourced). The exact terms of these rules between the UK and the EU are yet to be negotiated.</i></p>	<p><b>If you are a supplier, has your customer asked you to provide proof of where you source your content? Would you be able to provide it if asked?</b></p> <p><b>If you buy your components from local suppliers, have you thought about conducting an audit of where they source their materials?</b></p> <p>UK Government technical notices on EU FTAs if there's no Brexit withdrawal agreement: <a href="http://www.gov.uk/government/publications/existing-free-trade-agreements-if-theres-no-brex-it-deal">www.gov.uk/government/publications/existing-free-trade-agreements-if-theres-no-brex-it-deal</a></p>	
<p>UK/EU Customs and excise checks</p>	<p><i>As a 'third country', UK exporters to the EU after Brexit may in future be required to make customs declarations.</i></p>	<p>What customs procedures do you comply with for trade with non-EU markets? Are you ready, if the need arises, to apply these to imports from or export to the EU?</p> <p>HMRC has published an information pack to help business plan for the contingency of a 'no deal' EU exit. The pack includes guidance on how Customs and Excise could be affected and actions to take now. Information is split by topic and audience, and flowcharts: <a href="http://www.gov.uk/government/publications/partnership-pack-preparing-for-a-no-deal-eu-exit">www.gov.uk/government/publications/partnership-pack-preparing-for-a-no-deal-eu-exit</a></p> <p>See the UK Government's technical notice on trading with the EU if there's no Brexit withdrawal agreement: <a href="http://www.gov.uk/government/publication/trading-with-the-eu-if-there-is-no-brex-it-deal">www.gov.uk/government/publication/trading-with-the-eu-if-there-is-no-brex-it-deal</a></p>	



See the UK government's technical notice on exporting controlled goods if there's no Brexit withdrawal agreement: [www.gov.uk/government/publication/exporting-controlled-goods-if-there-is-no-brexit-deal](http://www.gov.uk/government/publication/exporting-controlled-goods-if-there-is-no-brexit-deal)

Arrangements for importer or exporter, using roll on roll off ports or the Channel Tunnel to transport goods between EU and the UK in the event that the UK leaves the EU without a deal: [www.gov.uk/guidance/moving-goods-to-and-from-the-eu-through-roll-on-roll-off-locations-including-eurotunnel](http://www.gov.uk/guidance/moving-goods-to-and-from-the-eu-through-roll-on-roll-off-locations-including-eurotunnel)

HMRC have released a short video on what to consider when [importing](#) and [exporting](#) goods from the EU to the UK in a no deal EU exit.

If the UK leaves the EU without a deal there'll be changes to how businesses trading in excise goods (alcohol, tobacco and certain oils) move and declare these goods. Businesses would no longer be able to use the Excise Movement Control System (EMCS) to move excise duty-suspended goods to the UK from the EU: [www.gov.uk/guidance/moving-and-declaring-excise-goods-in-the-event-the-uk-leaves-the-eu-with-no-deal](http://www.gov.uk/guidance/moving-and-declaring-excise-goods-in-the-event-the-uk-leaves-the-eu-with-no-deal)



# TAXATION/ INSURANCE

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
Import VAT	<i>With the UK's exit from the EU, in the event of no deal, the UK will introduce postponed accounting – the same system that is currently in place for intra-EU trade. This means that there will be no need to pay VAT at the border; the only change caused by Brexit on VAT will be on parcels valued up to and including £135.</i>	<p>UK Government technical notice on VAT for businesses if there's no Brexit withdrawal agreement: <a href="http://www.gov.uk/government/publications/vat-for-businesses-if-theres-no-brexit-deal">www.gov.uk/government/publications/vat-for-businesses-if-theres-no-brexit-deal</a></p> <p>HMRC have provided guidance on managing your import VAT on parcels: <a href="https://www.gov.uk/guidance/manage-your-import-vat-on-parcels">https://www.gov.uk/guidance/manage-your-import-vat-on-parcels</a></p> <p>HMRC have produced a communications pack covering Import VAT on parcels in the event of a deal EU exit: <a href="https://assets.publishing.services.gov.uk/government/uploads/system/uploads/attachment_data/file/790238/Parcels_Communications_Toolkit.pdf">https://assets.publishing.services.gov.uk/government/uploads/system/uploads/attachment_data/file/790238/Parcels_Communications_Toolkit.pdf</a></p>	
VAT registration in the EU	<i>If you trade in goods and decide to hold stock in an EU country for supply to your EU customers, you will need to register for VAT in that country. Dependant on the country where your stock is, you may also be required to appoint a Fiscal Representative who is jointly liable for any VAT you may owe.</i>	<p><b>Do you know which country would be best suited to support your supply chain to EU customers/suppliers?</b></p> <p><b>Do you have access to bank guarantees required by Fiscal Representatives?</b></p> <p><b>Does your business model allow enough margin to absorb the increased costs these new processes will bring?</b></p> <p>UK Government technical notice on VAT for businesses if there's no Brexit withdrawal agreement: <a href="http://www.gov.uk/government/publications/vat-for-businesses-if-theres-no-brexit-deal">www.gov.uk/government/publications/vat-for-businesses-if-theres-no-brexit-deal</a></p> <p>If your business currently use the UK VAT MOSS Union scheme you can continue to use the MOSS system after 29<sup>th</sup> March, but must register for the VAT MOSS non-Union scheme in an EU member state: <a href="https://www.gov.uk/guidance/vat-it-system-rules-and-processes-if-the-uk-leaves-the-eu-without-a-deal">https://www.gov.uk/guidance/vat-it-system-rules-and-processes-if-the-uk-leaves-the-eu-without-a-deal</a></p>	
Double Taxation		<p>HMRC guidance for the future treatment of payments between associated companies in the UK and other member states that are currently exempt from deduction of tax under the Interest and Royalties Directive and the Parent Subsidiary Directive: <a href="https://www.gov.uk/guidance/changes-to-deduction-of-tax-on-interest-royalties-and-dividends-if-the-uk-leaves-the-eu-witout-a-deal">https://www.gov.uk/guidance/changes-to-deduction-of-tax-on-interest-royalties-and-dividends-if-the-uk-leaves-the-eu-witout-a-deal</a></p>	
Insurance		<p>If you are a business that is stockpiling? Have you checked with your insurer or insurance adviser on whether you are still fully insured?</p> <p>If you are temporarily storing additional stock or raw materials off site in a warehouse, check the cover under your commercial policy, and the extent of any cover provided by the warehouse firm.</p> <p>Source: The Association of British Insurers (ABI)</p>	



# CURRENCY / INTELLECTUAL PROPERTY / CONTRACTS

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
Currency risk	<i>The months following the EU referendum saw significant currency volatility - this may occur in future.</i>	<p>What currency are you being paid in?</p> <p>Have you considered the possibility of further currency movements, and how this might affect existing and future contracts?</p> <p>We can give you recommendations for mitigating these risks.</p>	
Intellectual Property	<i>It is unclear whether trademarks registered in the EU would be applicable to the UK in the future.</i>	<p>Do you own any Intellectual Property rights? Have you contacted trademark bodies/solicitors/IP advisors on how to protect your intellectual property after March 2019?</p> <p>UK Government technical notices on intellectual property if there's no Brexit withdrawal agreement have been published on these topics:</p> <p>Copyright if there's no Brexit deal: <a href="http://www.gov.uk/government/publications/copyright-if-theres-no-brex-it-deal">www.gov.uk/government/publications/copyright-if-theres-no-brex-it-deal</a></p> <p>Exhaustion of intellectual property rights if there's no Brexit deal: <a href="http://www.gov.uk/government/publications/exhaustion-of-intellectual-property-rights-if-theres-no-brex-it-deal">www.gov.uk/government/publications/exhaustion-of-intellectual-property-rights-if-theres-no-brex-it-deal</a></p> <p>Patents if there's no Brexit deal: <a href="http://www.gov.uk/government/publications/patents-if-theres-no-brex-it-deal">www.gov.uk/government/publications/patents-if-theres-no-brex-it-deal</a></p> <p>Trade marks and designs if there's no Brexit deal: <a href="http://www.gov.uk/government/publications/trade-marks-and-designs-if-theres-no-brex-it-deal">www.gov.uk/government/publications/trade-marks-and-designs-if-theres-no-brex-it-deal</a></p>	
Contracts review	<i>Some of the terms in existing contracts may no longer be relevant post Brexit, or may raise legal or practical questions in future.</i>	<p>Do your contracts refer to any terms that should be reviewed in light of the UK leaving the EU? Do they make references to the UK being a member state/to the EU?</p> <p>Does your contract rely on EU regulation applicable to contractual arrangements?</p> <p>UK Government technical notice on civil legal cases if there's no Brexit withdrawal agreement: <a href="http://www.gov.uk/government/publications/handling-civil-legal-cases-that-involve-eu-countries-if-theres-no-brex-it-deal">www.gov.uk/government/publications/handling-civil-legal-cases-that-involve-eu-countries-if-theres-no-brex-it-deal</a></p>	



# REGULATORY COMPLIANCE / DATA PROTECTION / ACCOUNTING

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
<p>EU regulatory regime and Data protection</p>	<p><i>Across a number of sectors and regulatory areas, the UK Government has expressed its intention to maintain status quo arrangements for obtaining licences to trade with the EU, and for domestic compliance and enforcement. In the event that a Brexit withdrawal deal is agreed, it remains unclear whether UK regulators would be able to provide licences for the EU market after the transition period; it is also unclear if notified bodies in the UK will be able to conduct conformity assessment checks destined for the EU market. In the event of a 'no deal Brexit', firms may need to comply with new licence requirements and changes to their competent regulatory authority. There would be no immediate change in the UK's own data protection standards. However, the legal framework governing transfers of personal data from organisations in the EU to organisation in the UK would change on exit.</i></p>	<p><b>Which regulatory agencies do you work with?</b></p> <p><b>What steps might you need to take to comply with separate UK and EU regulators in the future?</b></p> <p>For Data Protection: For Govt. guidance on using personal data after Brexit, see here: <a href="https://www.gov.uk/guidance/using-personal-data-after-brexit">https://www.gov.uk/guidance/using-personal-data-after-brexit</a></p> <p>The Information Commissioner's Office (ICO) has published a checklist of six steps that businesses can take now to start preparing for data protection compliance if the UK leaves the EU on 29 March 2019 without a deal: <a href="https://ico.org.uk/media/for-organisations/documents/2614365/leaving-the-eu-6-steps-to-take-final.pdf">https://ico.org.uk/media/for-organisations/documents/2614365/leaving-the-eu-6-steps-to-take-final.pdf</a></p> <p>More detailed information on this can be found here: <a href="https://ico.org.uk/for-organisations/data-protection-and-brexit/data-protection-if-there-s-no-brexit-deal/">https://ico.org.uk/for-organisations/data-protection-and-brexit/data-protection-if-there-s-no-brexit-deal/</a></p> <p>UK Government Brexit technical notices on regulations have been published for a number of sectors and cross-cutting regulatory issues. Find out more at <a href="https://www.britishchambers.org.uk/page/brexit/business-brexit-checklist-old/regulatory-compliancedata-protection">https://www.britishchambers.org.uk/page/brexit/business-brexit-checklist-old/regulatory-compliancedata-protection</a></p> <p>All of the UK Government technical notices can be found at: <a href="http://www.gov.uk/government/collections/how-to-prepare-if-the-uk-leaves-the-eu-with-no-deal">www.gov.uk/government/collections/how-to-prepare-if-the-uk-leaves-the-eu-with-no-deal</a></p>	
<p>Competition policy and state aid</p>	<p><i>After leaving the EU the role of policing and ensuring fair competition in UK markets (including state aid) will fully transfer to British regulators and agencies. This could result in differences to the current approach - for instance on approvals for mergers and acquisitions.</i></p>	<p>The Competition and Markets Authority (CMA) has published a notice on its role after Brexit <a href="http://www.gov.uk/government/collections/cmas-role-after-brexit">www.gov.uk/government/collections/cmas-role-after-brexit</a></p> <p>And another for the specific case of a 'no deal' exit from the EU. Effects of a 'no deal' EU Exit on the functions of the CMA: <a href="https://www.gov.uk/government/consultations/effects-of-a-no-deal-eu-exit-on-the-functions-of-the-cma">https://www.gov.uk/government/consultations/effects-of-a-no-deal-eu-exit-on-the-functions-of-the-cma</a></p> <p>If there is no Brexit withdrawal agreement before March 2019, the government has developed a 'no deal' competition Statutory Instrument (SI):</p> <p><b>Mergers:</b> if the European Commission has issued a decision on or before 29 March 2019 (unless the decision is annulled, in full or in part, following an appeal), the UK has no jurisdiction.</p> <p><b>State aid:</b> the government is expected to pass secondary legislation which will transpose EU state aid rules into UK law and provide for the CMA to take on its new state aid role, following which they will publish further details on how this function will operate.</p> <p><b>Antitrust:</b> After the UK's exit from the EU, the CMA will no longer have jurisdiction to apply anti-competitive agreements including cartels or on abuse of dominance.</p>	

eCommerce	<i>UK Companies retailing to consumers or trading 'information and data services' (e.g. video sharing, social media platforms and internet service providers) across the EU would face changes to their regulatory environment in the event of a 'no-deal' Brexit.</i>	<p><b>Do you know if the EU's eCommerce Directive is relevant to your business?</b></p> <p><b>Does your business operate any websites with a '.eu' domain name registration?</b></p> <p>The Department for Culture, Media and Sport has produced official guidance for businesses engaged in contingency planning for Brexit.</p> <p>eCommerce EU Exit guidance: This guidance provides businesses with information about the eCommerce Directive and sets out the government's approach to contingency planning for a 'no deal' scenario. In this case, although there would be continuity in some areas there would also be changes – such as the Directive's Country of origin principle, which UK companies would cease to benefit from. eCommerce EU Exit guidance can be found here: <a href="https://www.gov.uk/government/publications/ecommerce-eu-exit-guidance">https://www.gov.uk/government/publications/ecommerce-eu-exit-guidance</a></p> <p>Companies with websites carrying '.eu' domain names: DCMS had produced official guidance for companies with existing domain name registrations under '.eu' or an interest in registering a domain name under '.eu' in the event of a 'no-deal' Brexit: <a href="https://www.gov.uk/government/publications/guidance-on-eu-top-level-domain-name-registrations-in-the-event-of-a-no-deal-eu-exit">https://www.gov.uk/government/publications/guidance-on-eu-top-level-domain-name-registrations-in-the-event-of-a-no-deal-eu-exit</a></p>	
Accounting		<p>UK businesses with a branch operating in the EU will become a third country business in the event of a no deal which means that your business will need to comply with specific accounting and reporting requirements in each country: <a href="https://www.gov.uk/government/publications/accounting-and-audit-if-theres-no-brexit-deal/accounting-and-audit-if-theres-no-brexit-deal">https://www.gov.uk/government/publications/accounting-and-audit-if-theres-no-brexit-deal/accounting-and-audit-if-theres-no-brexit-deal</a></p>	



## SECTORS

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
No deal preparation by sector	<i>Government have issued the following sectoral guidance documents which outline preparations for the UK leaving in a no-deal scenario.</i>	To search the range of advice published by government on your particular sector, visit: <a href="https://www.britishchambers.org.uk/page/brexit/business-brexit-checklist/sectors">https://www.britishchambers.org.uk/page/brexit/business-brexit-checklist/sectors</a>	



## COUNTRIES

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
Country profiles for specific changes	<i>The Department of Business, Energy and Industrial Strategy has published country profiles for specific changes to UK firms providing services in these countries.</i>	To search the range of advice published by government on your particular sector, visit: <a href="https://www.britishchambers.org.uk/page/brexit/business-brexit-checklist/countries">https://www.britishchambers.org.uk/page/brexit/business-brexit-checklist/countries</a>	











# EUROPEAN FUNDING AND PUBLIC PROCUREMENT

AREA	CONTEXT	TO CONSIDER/TAKE ACTION	Y/N
European Funding	<p><i>EU monies drawn down by the UK form part of the funding mix for economic development. They contribute to a wide-range of spending: some are accessed directly by businesses; others help to fund business support services or part-fund town and city-centre regeneration projects. It is the policy of the UK government to replace European Structural Investment Funds (which cover the main EU monies directed at business and the economy) with a post-Brexit 'UK Shared Prosperity Fund'. The details of UKSPF are still to be consulted on.</i></p>	<p>UK government summary on European and Domestic Funding after Brexit.  <a href="https://www.gov.uk/guidance/european-and-domestic-funding-after-brexit">https://www.gov.uk/guidance/european-and-domestic-funding-after-brexit</a></p> <p>Detailed briefings for each fund <a href="https://www.gov.uk/find-eu-exit-guidance-business?keywords=&amp;eu_uk_government_funding%5B%5D=receiving-eu-funding&amp;eu_uk_government_funding%5B%5D=receiving-uk-government-funding">https://www.gov.uk/find-eu-exit-guidance-business?keywords=&amp;eu_uk_government_funding%5B%5D=receiving-eu-funding&amp;eu_uk_government_funding%5B%5D=receiving-uk-government-funding</a></p>	
Public Procurement		<p>UK Government summary on public-sector procurement after Brexit  <a href="https://www.gov.uk/guidance/public-sector-procurement-after-brexit">https://www.gov.uk/guidance/public-sector-procurement-after-brexit</a></p> <p>European Commission notice to stakeholders in field of public procurement  <a href="https://ec.europa.eu/info/sites/info/files/file_import/public_procurement_en.pdf">https://ec.europa.eu/info/sites/info/files/file_import/public_procurement_en.pdf</a></p>	



# USEFUL LINKS (SEARCH IN SEARCH BAR OR CLICK ON THE HYPERLINK)

 <p>British Chambers of Commerce</p>	<p>British Chambers of Commerce (Website)  <a href="#">Brexit FAQs</a>  <a href="#">Business Brexit Checklist</a>  <a href="#">Business Brexit Risk Register</a></p>	 <p>HM Government</p>	<p>Gov.uk  <a href="#">Brexit Guidance Overview</a>  <a href="#">Prepare your business for Brexit</a>  <a href="#">Prepare for EU Exit if you live in the UK</a>  <a href="#">UK national living in the EU guidance</a>  <a href="#">EU nationals living and working in the UK guidance</a>  <a href="#">Settled &amp; pre-settled Status guidance</a>  <a href="#">Latest Brexit News and Communications</a></p>
	<p>Information Commissioners Office (IPO)          (Website)  <a href="#">Leaving the EU - Six steps to take Data Protection in a 'no deal' scenario</a>  <a href="#">Brexit FAQs</a></p>		
 <p>Home Office</p>	<p>Home Office  <a href="#">EU Settlement Scheme</a></p>	 <p>Department for International Trade</p>	<p>Department for International Trade          (Website)  <a href="#">Exporting is great Campaign</a>  <a href="#">Export Opportunities</a>  <a href="#">Events</a></p>
 <p>HM Revenue &amp; Customs</p>	<p>HMRC  <a href="#">Transitional Simplified Procedures</a>  <a href="#">HMRC Action Letter to EU Only traders (not Northern Ireland)</a>  <a href="#">Import and Export General Information</a></p>	 <p>Department for Business, Energy &amp; Industrial Strategy</p>	<p>Department for Business, Energy &amp; Industrial Strategy          (Website)  <a href="#">Update from BEIS</a></p>
	<p>Enterprise M3          (Local Enterprise Partnership covering West Surrey and Hampshire)  <a href="#">Growth Hub Brexit Support</a></p>		<p>Coast 2 Capital          (Local Enterprise Partnership covering East Surrey and Sussex)  <a href="#">Growth Hub Brexit Support</a></p>



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