

Dear Colleague,

As you will be aware, the entire machinery of government is working to prepare citizens and businesses for Brexit on 31 October.

Our 'Get Ready for Brexit' campaign points organisations, businesses and citizens to the [Gov.UK Brexit portal](#) which is full of advice on how to prepare for our departure from the European Union.

We need businesses to prepare for Brexit – and while we know many large businesses are ready, there are still too many small and medium sized businesses who have not yet checked to see what action they need to take. We urge them to do so, and if you can assist in communicating this to businesses in your constituency that would be helpful in ensuring we are ready for 31 October.

Over 1,000 business representatives from across the UK have already attended one of the free Brexit Business Readiness events organised by the Government. In addition to the local events, my department will host an **online event on Wednesday 16 October for up to 10,000 businesses**, covering everything they need to know to get ready for Brexit.

This online event is open to business owners and/or decision-makers all over the UK. It will include presentations and opportunities for Q&A from a wide range of government departments who will be outlining what steps businesses should be taking to prepare for Brexit. Topics covered will include dealing with personal data, food and drink, fisheries, farming, chemicals, trade, import, export and customs, exporting services and employing EU citizens.

It would be very helpful if you can promote this online event to businesses in your constituency at the earliest possible opportunity. Businesses can sign up to participate in the event on [our dedicated website](#).

Social media assets and advice are available in our [online toolkit](#). We would appreciate your support by posting these on Twitter and Facebook, or on your website, and telling businesses about the local and online events at surgeries and at any other opportunities where you are engaging with businesses.

Your guidance and influence with businesses in your constituency will be helpful in ensuring they are ready. Being familiar with options and challenges is crucial for business confidence and being as well prepared as possible for any eventuality will improve our chances of getting the best deal possible.

Please do not hesitate to contact me, Kwasi, Nadhim, Chris or Kelly if you have any further questions.



THE RT HON ANDREA LEADSOM MP
Secretary of State for Business, Energy & Industrial Strategy

