This Export Action Plan (EAP) sets out growth opportunities and challenges for **XYZ Ltd**, as discussed and defined during the meeting between yourbusiness representativeand our International Trade Adviser (ITA). It describes the different ways in which we aim to support you in achieving your growth plan and for selling overseas.

A well-structured plan will make sure you have thought about all the possibilities, chosen a logical way forward and set targets to keep you on track. Your Export Action Plan is a tool to show banks, investors or partners and employees within your business that you are serious and have realistic and achievable goals.

**Company Information**

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| **Company Name:** |
| **Companies House Number:** |
| **Business Sector:** |

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| **Business Objective(s) (SMART – Specific, Measurable, Achievable, Realistic, Timebound)** |

**What are the key perceived barriers to exporting? Please tick relevant box**

Cost - This includes both the cost of setting up or expanding your exporting and all costs related to exporting including tariffs or customs fees, and indirect costs such as time required to complete paperwork.

Lack of Knowledge - For example, lacking information about relevant regulations or about practicalities or logistics involved in exporting to a given market

Capacity - The capacity of a business to export and cater for international contracts, for example having the right number of people, machinery, skill levels etc.

 Access - Access to contacts, customers and the right networks

 Other – specify

**Activities to be carried out by the Business**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Expected Outcome** | **Responsible** | **Priority H/M/L** | **Cost of Activity** | **Provider(s)** | **Start date** | **Scheduled Completion Date** | **Actual Completion Date** |
| E.g. Undertake market research in to four target markets (France, Spain, USA and Australia) | Prioritise target market(s), undertake activity on sound footing, | Client | H | £2,000 | Tbc | 23/03/2020 | 04/05/2020 | Click here to enter a date. |
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Note: Under the proposed actions activity you should include any external sources of funding that the SME might need to apply for to deliver. Such sources of funding could equally include bank loans, any business support grants available from Growth Hubs, etc.

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| **General Comments:** |

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| **Date agreed:** Click here to enter a date.  **Date of next review period:** Click here to enter a date. |

**Personal Charter:** The Department for International Trade (DIT) will process personal data supplied in this service in accordance with the Data Protection Act (DPA). DIT’s Personal Charter sets out the standards you can expect from the Department for International Trade when we collect, hold or use your personal information and this is available by accessing the link below.

[DIT’s Personal Charter](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fdepartment-for-international-trade%2Fabout%2Fpersonal-information-charter&data=02%7C01%7CNadim.Asghar%40trade.gov.uk%7Cfa5e56653dae44291a7508d836427b23%7C8fa217ec33aa46fbad96dfe68006bb86%7C0%7C0%7C637319006478233556&sdata=Bd3lzr4cEGmKi3RbJk1smE%2FTiM%2Bm40Sqv%2FTdncAFqFc%3D&reserved=0)