



PPS, The eCentre, Cooperage Way, Alloa, FK10 3LP, UK  
General Enquiries: 0333 320 8074  
Email: [ppsenquiries@ppstrust.org](mailto:ppsenquiries@ppstrust.org)  
Website: [www.ppstrust.org](http://www.ppstrust.org)

## Are you planning on retiring or taking a career break?

Did you know that if you do not renew your PPS membership, any new claims which arise out of your previous work will not be covered? Some members decide to renew their membership for several years after retirement or the start of a career break, this is fine, however PPS is also pleased to offer Run-Off cover for members.

Run-Off cover provides peace of mind by providing a continuation of your PPS Professional Protection Insurance Policy for a 5 year period beyond the end date of your last PPS membership renewal.

You must pay a one-off fee based on your final years level of membership:

- Bronze      £121
- Silver      £181
- Gold        £241

Run-Off Cover is only available to members who have been with PPS for the last 2 consecutive years. Should you decide to return to work during this period and restart your PPS membership, your Run Off cover will end on that date. You will receive a proportional discount off your new membership fee based upon outstanding balance on your Run Off Cover. You may voluntarily terminate this policy at any time, though no refund is possible other than during your 14 day cooling off period.

# UK RUN OFF COVER APPLICATION

This form is for existing PPS members who are retired from professional practice or are taking an extended career break and wish to add a five year Run Off cover extension to their existing members professional protection insurance. In order to apply for Run Off cover you must have been a member for at least 2 years. This form should only be used for new Run Off applications to start before 31st December 2017.



OFFICE USE ONLY

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

## Section 1 - Personal Details

1.1 Title  
 Dr  Miss  Mr  Mrs  Ms  Prof  Rev  Other

1.2 First Name(s)  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.3 Last Name  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.4 Address  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.5 Postcode  

--	--	--	--	--	--	--	--

--	--	--	--	--	--

1.6 Home Phone Number  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.7 Contact Work or Mobile Number  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.8 Email Address  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.9 Correspondence Options  
 Tick here if you wish to receive your certificate by email\*.  
 Tick here if you wish to receive your future renewals by email\*.  
*\*Please ensure we have an up to date email address.*

## Section 2 - Supplementary Information

2.1 What is your PPS membership number?  Yes  No  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MEMBERSHIP NUMBER

FEE

DATE RECEIVED

START DATE

NOTES

### Section 3 - Professional Information

3.1 Which areas of professional work do you wish covered?

Counselling

Psychology

Psychotherapy

If others, please give details:


3.2 We you registered with the Health & Care Professionals Council (HCPC) in the last 5 years?

Yes

No

If Yes, Please provide us with your Registration number.

3.3 Did you work with under 16s?

Yes

No

If YES it is a requirement of membership that you have a current Criminal Record Disclosure or devolved equivalent (ie Disclosure Scotland / Access Northern Ireland) within the last 5 years.

3.4 Did you work outside the UK? If so, in which Countries? (European Union only)

Yes

No

If you have answered Yes to question 3.2 and need to make a future claim, you will be required to provide evidence at that time.  
If you have answered Yes to question 3.4, please give details seperately as cover has to be approved on an individual basis.

### Section 4 - Academic Information

4.1 Why are you applying for PPS Run Off cover . . . .

I am a retired Practicing Professional

I am no longer working in this role / taking a career break

4.2 Qualifications (Please use page 4 if you need more space)

title of course	academic institution (& tutors name if student)	dates
Is this course accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so by whom?	
title of course	academic institution (& tutors name if student)	dates
Is this course accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so by whom?	
title of course	academic institution (& tutors name if student)	dates
Is this course accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so by whom?	
title of course	academic institution (& tutors name if student)	dates
Is this course accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so by whom?	
title of course	academic institution (& tutors name if student)	dates
Is this course accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so by whom?	

## Section 5 - Professional Associations

5.1 Are you (or have been in the last 5 years) a member of a professional association?  Yes  No

Details ....

<i>abbreviated name</i>	<i>full title of professional body</i>	<i>level of membership</i>
<i>abbreviated name</i>	<i>full title of professional body</i>	<i>level of membership</i>
<i>abbreviated name</i>	<i>full title of professional body</i>	<i>level of membership</i>

## Section 6 - Membership Fees & Payment

6.1 Please indicate your current level of membership  
You cannot exceed the level of your existing membership.

- BRONZE MEMBERSHIP (£121)**  
*£100,000 Professional Protection Run Off Cover for 5 Years*
- SILVER MEMBERSHIP (£181)**  
*£1,000,000 Professional Protection Run Off Cover for 5 Years*
- GOLD MEMBERSHIP (£241)**  
*£5,000,000 Professional Protection Run Off Cover for 5 Years*

6.2 Choose your method of payment

- Cheque, Postal Order or Bank Draft  
*(Complete and return this form with payment.  
Make payable to Psychologists Protection Society)*
- Payment by Credit / Debit Card by Telephone  
*(Complete and return this form. PPS Staff will call you  
to take your payment. Please ensure your phone number at the  
top of this page is correct)*

## Section 7 - Declaration

7.1 I declare that:

- (1) *During the past five years no claim has been made against me, any employee or supervisee of mine for negligence, error or omission relating to professional duties;*
- (2) *I am not aware, after enquiry, of any circumstances which might give rise to a claim against me, any of my employees or supervisees of mine;*
- (3) *I am not working in professional practice and will inform PPS in writing if this should change.*
- (4) *No underwriter in respect of the work that I do has ever refused renewal, terminated an agreement, or imposed special conditions;*
- (5) *That all the above information is true and complete and that this application form shall be the basis of the contract between myself and the company.*
- (6) *I will advise PPS of any problems by phone and in writing as soon as possible as assistance cannot be provided retrospectively. I will also inform PPS in writing of any changes in my circumstances or practice*

If there are any amendments to the above declaration please give details on a separate signed sheet.

Signed 	Date 
--	--

please return to;  
PPS, The eCentre, Cooperage Way,  
Alloa, Clackmannanshire, FK10 3LP

Telephone: 0333 320 8074  
Email: enquiries@ppstrust.org  
Web: www.ppstrust.org

Psychologists Protection Society and PPS are the trading names for the Psychologists Protection Society Trust (PPST) which is an Introducer Appointed Representative of SWIM Ltd. All insurance policies are arranged and administered by Psychologists Protection Services Ltd (PPS Ltd) which is an Appointed Representative of SWIM Ltd. SWIM Ltd is authorised and regulated by the Financial Conduct Authority. Psychologists Protection Services Ltd is registered in Scotland No. SC379274. Registered Office: The eCentre, Cooperage Way, Alloa, FK10 3LP. Evolution Insurance Company Limited, a company registered in Gibraltar (No. 88737), is authorised and regulated by the Gibraltar Financial Services Commission and is subject to limited regulation by the UK's Financial Conduct Authority and the Prudential Regulation Authority under Firm Reference Number (FRN) 227649. Details about the extent of the firm's regulation by the UK's Financial Conduct Authority and the Prudential Regulation Authority are available from us on request.

## Section 8 - Additional Information

Please use this page for any additional information in relation to your application.

Signed



Date



please return to;  
PPS, The eCentre, Cooperage Way, Alloa,  
Clackmannanshire, FK10 3LP, United Kingdom

Telephone: 0333 320 8074  
Email: [enquiries@ppstrust.org](mailto:enquiries@ppstrust.org)  
Web: [www.ppstrust.org](http://www.ppstrust.org)

Psychologists Protection Society and PPS are the trading names for the Psychologists Protection Society Trust (PPST) which is an Introducer Appointed Representative of SWIM Ltd. All insurance policies are arranged and administered by Psychologists Protection Services Ltd (PPS Ltd) which is an Appointed Representative of SWIM Ltd. SWIM Ltd is authorised and regulated by the Financial Conduct Authority. Psychologists Protection Services Ltd is registered in Scotland No. SC379274. Registered Office: The eCentre, Cooperage Way, Alloa, FK10 3LP. Evolution Insurance Company Limited, a company registered in Gibraltar (No. 88737), is authorised and regulated by the Gibraltar Financial Services Commission and is subject to limited regulation by the UK's Financial Conduct Authority and the Prudential Regulation Authority under Firm Reference Number (FRN) 227649. Details about the extent of the firm's regulation by the UK's Financial Conduct Authority and the Prudential Regulation Authority are available from us on request.