INDIVIDUAL PROFESSIONAL, PUBLIC & PRODUCTS LIABILITY
Thank you for your enquiry and welcome to Balens.
This pack will help you assess if the Individual Professional, Public & Products Liability product is suitable for your needs and guide you through the process to get insured.
Our team is on hand to help if you need us – just call 01684 580771 or email info@balens.co.uk

WHAT’S IN THE PACK?
• Guidance notes to help you through the process of getting insured
• The declaration form you need to complete to apply for cover
• An activities list of common therapies we insure
• A premium guide which may enable you to work out how much you will need to pay
• Our Key Facts document summarising who we are, who regulates us, the service we offer, insurance companies we use and other important information such as the complaints process
• A summary of the Insurance Act 2015, including your responsibilities to make a fair presentation of the risk at inception, renewal and whenever you request changes to your policy

SOME IMPORTANT LEGAL INFORMATION BEFORE YOU GET STARTED:
Please note the completion and submission of the declaration form does not bind you or us to enter a contract of insurance. More information may be required from you. In order to minimise the need for further clarification please answer all questions fully.

Based upon your Insurance Act 2015 responsibilities, you must make a fair presentation of the risk to us when completing the declaration form, at inception, renewal and whenever you request changes to your policy. This means you must tell us about all facts and circumstances which may be material to the risks covered by the policy in a clear and accessible manner and must not misrepresent any material facts. A material fact is one which would influence our acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interest to disclose them. If you do not make a fair presentation of the risk the policy may be avoided, written on different terms or a higher premium may be charged, depending on the circumstances of the failure to present the risk fairly.
GUIDANCE NOTES

IS THIS THE RIGHT INSURANCE FOR ME?
This policy is to cover you, and you alone, as a practicing therapist, irrespective of whether your business is set up as sole trader, partnership or limited company.

If you employ or use other Health and Wellbeing Professionals, or take payments, bookings or advertise for them you will need a different type of policy – please contact Balens for guidance on 01684 580771 or info@balens.co.uk

HOW DO I GET INSURED?
Easily – in a few simple steps:

1) Complete the declaration form and read the key facts and Balens terms of business document:
   • Answer all questions in full
   • List all therapies you:
     • currently perform
     • are a student in and for which you require cover for case study work
   • Confirm agreement to the Balens terms & conditions
   • You must be a current member of the Institute of Sport and Remedial Massage in order to take out this policy. If you are not your insurance cover could be declared void.

2) Get a premium:
   • Send the declaration form to us for a quote if:
     • Any therapy you perform is NOT on the activities list, and/or
     • The list states an endorsement applies, and/or
     • You have non-UK qualifications
     • You practice an activity for which there is no recognised qualification and you would like us to consider insuring you on the basis of your experience
   We will get back to you to confirm if we can offer cover, the premium and if any special terms/endorsements will apply – we may request more information to do this.
   • If you have non-UK qualifications we will need you to complete an additional form
   • OR Use the premium guide to calculate your price if:
     • All your therapies are on the activities list, and
     • No endorsements apply, and
     • all your qualifications were taken in the UK
   Your price will be based on:
     • The limit of indemnity you select; and
     • If you decide to take the Personal Accident cover option (please read the Personal Accident Key Facts document)

3) Sign the declaration form and send to us with copies of your qualifications
   Important things to note:
   • Make sure you have answered all questions fully and agreed the terms & conditions
   • We need copies of your qualifications for ALL activities performed
   • If you are currently insured elsewhere we must receive your documentation BEFORE the expiry date of your current policy to ensure continuous cover.
   You can provide documents:
   • Scanned and emailed to info@balens.co.uk – remember to sign the declaration before scanning, OR
   • By post to Balens Limited, Bridge House, Portland Road, Malvern, WR14 2TA

4) Get confirmation of cover:
   We will start your policy from the date we receive your documents subject to your declaration being complete, agreeing the premium and (if applicable) special terms/endorsements.

5) Pay the premium: your payment options are:
   TELEPHONE – when we call to confirm your price, or call us on 01684 580771 once we have received your form. We can:
     • Take a single payment by debit/credit card, or
     • Provide our account details and a reference for payment by online banking/BACS, or
     • Set up an annual or monthly Direct Debit facility – please contact us for more information on these options
   CHEQUE - payable to Balens Ltd, to Balens Limited, Bridge House, Portland Road, Malvern, WR14 2TA.
   Note, if you know your price from using the premium guide, please include your cheque with the signed declaration form.
Institute of Sport and Remedial Massage Affinity Scheme - UK
Premium Information

POLICY RUNS FROM 31 MARCH 2019 TO 30 MARCH 2020

As an ethical, regulated business we wish to be clear and transparent about the breakdown of the cost of your insurance policy arranged through us. The tables below aim to achieve this. If you are joining the scheme after the first quarter the rates will reduce as shown.

<table>
<thead>
<tr>
<th>£6,000,000 Full practitioner (£6M Full)</th>
<th>Malpractice Premium</th>
<th>Legal Expenses</th>
<th>Net Insurance Cost</th>
<th>Insurance Premium Tax (IPT) @ 12%</th>
<th>Balens Admin Fee</th>
<th>Total Premium Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 31 - Jun 29</td>
<td>£33.08</td>
<td>£8.19</td>
<td>£41.27</td>
<td>£4.95</td>
<td>£16.00</td>
<td>£62.22</td>
</tr>
<tr>
<td>Jun 30 - Sep 29</td>
<td>£24.81</td>
<td>£8.19</td>
<td>£33.00</td>
<td>£3.96</td>
<td>£12.00</td>
<td>£48.96</td>
</tr>
<tr>
<td>Sep 30 - Dec 30</td>
<td>£16.54</td>
<td>£4.10</td>
<td>£20.64</td>
<td>£2.48</td>
<td>£8.00</td>
<td>£31.12</td>
</tr>
<tr>
<td>Dec 31 - Mar 30</td>
<td>£8.27</td>
<td>£4.10</td>
<td>£12.37</td>
<td>£1.48</td>
<td>£4.00</td>
<td>£17.85</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>£4,000,000 Student (£4M Student)</th>
<th>Malpractice Premium</th>
<th>Legal Expenses</th>
<th>Net Insurance Cost</th>
<th>Insurance Premium Tax (IPT) @ 12%</th>
<th>Balens Admin Fee</th>
<th>Total Premium Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 31 - Jun 29</td>
<td>£10.00</td>
<td>£3.10</td>
<td>£13.10</td>
<td>£1.57</td>
<td>£6.66</td>
<td>£21.33</td>
</tr>
<tr>
<td>Jun 30 - Sep 29</td>
<td>£7.50</td>
<td>£3.10</td>
<td>£10.60</td>
<td>£1.27</td>
<td>£5.00</td>
<td>£16.87</td>
</tr>
<tr>
<td>Sep 30 - Dec 30</td>
<td>£5.00</td>
<td>£1.55</td>
<td>£6.55</td>
<td>£0.79</td>
<td>£3.33</td>
<td>£10.67</td>
</tr>
<tr>
<td>Dec 31 - Mar 30</td>
<td>£2.50</td>
<td>£1.55</td>
<td>£4.05</td>
<td>£0.49</td>
<td>£1.67</td>
<td>£6.21</td>
</tr>
</tbody>
</table>

Optional Personal Accident Cover - Please see Key Facts sheet (enclosed)

<table>
<thead>
<tr>
<th>Personal Accident Premium</th>
<th>Insurance Premium Tax (IPT) @ 12%</th>
<th>Total premium payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>£10.00</td>
<td>£1.20</td>
<td>£11.20</td>
</tr>
</tbody>
</table>
# ACTIVITIES LIST

### STANDARD ACTIVITIES COVERED, STRICTLY SUBJECT TO SUITABLE QUALIFICATIONS HELD.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abs/Core Classes</td>
<td>Active Isolated Stretching and Strengthening</td>
</tr>
<tr>
<td>Acupressure</td>
<td>Aerobics/Exercise to Music</td>
</tr>
<tr>
<td>Aqua Aerobics</td>
<td>Aqua Fitness</td>
</tr>
<tr>
<td>Ballet/Fitness Workout</td>
<td>Belly Dance Teacher</td>
</tr>
<tr>
<td>Body Attack</td>
<td>Body Combat (Non Contact)</td>
</tr>
<tr>
<td>Body Conditioning Exercise</td>
<td>Body Control Pilates</td>
</tr>
<tr>
<td>Bokwa (Fitness)</td>
<td>Boxercise</td>
</tr>
<tr>
<td>Cardio Kickboxing (Non Combat)</td>
<td>Chek Exercise</td>
</tr>
<tr>
<td>Chi Ball</td>
<td>Chi Exercise</td>
</tr>
<tr>
<td>Chi Gong</td>
<td>Chi Kung - Excluding martial arts</td>
</tr>
<tr>
<td>Circuit Classes</td>
<td>Dance</td>
</tr>
<tr>
<td>Dance Movement Therapy</td>
<td>Deep Tissue Massage</td>
</tr>
<tr>
<td>Diet and Nutrition</td>
<td>Exercise Advice</td>
</tr>
<tr>
<td>Exercise and Fitness</td>
<td>Exercise and Health Studies</td>
</tr>
<tr>
<td>Exercise Coach</td>
<td>Exercise for the Older Person</td>
</tr>
<tr>
<td>Exercise Instructor for Cardiac Rehabilitation</td>
<td>Exercise to Music</td>
</tr>
<tr>
<td>Exercise with Disabled People</td>
<td>Exercise, Health Studies and Personal Training</td>
</tr>
<tr>
<td>Exercise/Rehabilitation</td>
<td>Fitball</td>
</tr>
<tr>
<td>Fitboxe Training</td>
<td>Fitness and Sports Therapy</td>
</tr>
<tr>
<td>Fitness Classes</td>
<td>Fitness Instructor</td>
</tr>
<tr>
<td>Fitness Testing</td>
<td>Fitness Training</td>
</tr>
<tr>
<td>Flexercise</td>
<td>Food Intolerance Testing</td>
</tr>
<tr>
<td>Healthy Living Advice</td>
<td>Indoor Cycling</td>
</tr>
<tr>
<td>Injuries and Rehabilitation Programmes</td>
<td>Kenku Jutsu</td>
</tr>
<tr>
<td>Kettlebells</td>
<td>Khai-Bo</td>
</tr>
<tr>
<td>Manual Lymphatic Drainage</td>
<td>Orthotics</td>
</tr>
<tr>
<td>Personal Fitness Training</td>
<td>Personal Training</td>
</tr>
<tr>
<td>Pre and Postnatal Exercise</td>
<td>Rehabilitation Therapy</td>
</tr>
<tr>
<td>Soft Tissue Therapy</td>
<td>Spin Cycling</td>
</tr>
<tr>
<td>Sports and Remedial Massage</td>
<td>Sports First Aid</td>
</tr>
<tr>
<td>Sports Injury Massage</td>
<td>Sports Massage</td>
</tr>
<tr>
<td>Sports Nutrition</td>
<td>Sports Therapy - excludes Manipulative Techniques</td>
</tr>
<tr>
<td>Stability Ball Training</td>
<td>Step-aerobics</td>
</tr>
<tr>
<td>Strapping and Taping</td>
<td>Strength and Conditioning Specialist</td>
</tr>
<tr>
<td>Stretching</td>
<td>Studio Cycling</td>
</tr>
<tr>
<td>TENS</td>
<td>Ultrasound</td>
</tr>
</tbody>
</table>
STUDENT COVER

Provides cover for case studies and other work performed prior to gaining your qualification. The conditions of cover are as follows: Ongoing case consultation with your tutor, clients must be told that you are not qualified, you cannot practice outside the scope of what you have been taught and any charges/expenses made must be less than a qualified therapist.
This policy is to cover you, and you alone, as a practicing therapist, irrespective of whether your business is set up as sole trader, partnership or limited company. If you employ or use other Health and Wellbeing Professionals, or take payments, bookings or advertise for them you will need a different type of policy – please contact Balens for guidance.

Please tick to confirm you require cover as an individual practitioner: ☐

I can confirm I am a current member of Institute of Sport and Remedial Massage and understand it is a condition of my insurance I maintain my membership. ☐

<table>
<thead>
<tr>
<th>Sole Trader</th>
<th>Limited Company (Ltd)</th>
<th>Public Limited Company (Plc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership</td>
<td>Limited Partnership (LP)</td>
<td>Limited Liability Partnership (LLP)</td>
</tr>
</tbody>
</table>

What is the name of your Business?

Therapist title (Mr./Mrs./Dr. etc.): Therapist Date of Birth:

Name of the practicing therapist:

Address:

Postcode: Tel: Mob:

Email: Date you require the policy to start:

Please tick to confirm the option you require Please enter total premium payable

| £6,000,000 Full practitioner (£6M Full) | £4,000,000 Student (£4M Student) | Personal Accident |

Please state in the boxes below the activities you require insurance cover for and please provide us with copies of your qualifications. Cover will be provided subject to suitable qualifications held.

If there is an activity you practice that is not listed on the ‘Activities List’, please provide us with as much information as you can in the space below.

Continued overleaf
### DECLARATION FORM - Continued

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been convicted of, or charged (but not yet tried) with any criminal offence, other than motoring offences, or offences that are spent under the Rehabilitation of Offenders Act 1974?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever had a proposal or renewal for insurance declined or cancelled; a policy voided, withdrawn or suspended, or special terms imposed by an insurer?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever had any claims, or are you aware of any circumstances which could give rise to a claim, under the policy involving negligence, error or omission?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever had any disciplinary hearings made against you, or are you aware of any circumstances which may result in a claim or suit being made against you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you or any director or partner been the subject of, or have proceedings or applications pending for, any winding up order, receivership, debt relief, liquidation, administration, county court judgement (CCJ), company or individual voluntary agreement, bankruptcy or insolvency?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the answer is Yes to any of the above questions, please disclose full information to us in a clear and accessible manner below:

![Space for disclosure](image)

<table>
<thead>
<tr>
<th>Have you read, understood and agree to accept the Balens Terms of Business letter enclosed?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>By signing the form below I declare that the statements and particulars in this proposal are true and complete. I have made a fair presentation of the risk and have not misrepresented or suppressed any material facts. I agree to the contract of insurance being prepared using the information I have supplied in this form along with any associated information I have supplied. I shall inform you of any material alteration to those facts and/or the information supplied before completion of the contract of insurance.</td>
<td></td>
</tr>
</tbody>
</table>

A copy of the policy wording is attached for your attention.

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Dated:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**RETURNING YOUR FORM**

PLEASE COMPLETE AND RETURN THE TWO PAGE DECLARATION FORM ALONG WITH COPIES OF YOUR QUALIFICATIONS TO:

BALENS LTD, BRIDGE HOUSE, PORTLAND ROAD, MALVERN, WR14 2TA

OR EMAIL: INFO@BALENS.CO.UK