



Dear valued partner,

Below are the administrative processing deadlines for insurance policies and advisor contracting for year-end 2023:

- Insurance applications (including application created through Salesforce for the Blue Cross Health product) submitted before December 8, 2023\* will be entered into the system before 2023 year-end.
- Delivery requirements received before December 8, 2023\* will be settled by the end of 2023.
- For new advisor contracting to take effect in 2023, all requirements must be received before December 15, 2023.\*
- For the renewal of licences and Errors & Omissions certificates, all requirements must be received before December 15, 2023.

All policies approved prior to December 8, 2023\* will be issued (welcome e-mail sent to client for the Blue Cross Health product) before the end of the year.

*\*Deadline to submit: 4 p.m.*

Below is the holiday schedule for Info-Partners Health and Commissions and Contracting:

<b>Dates</b>	<b>Info-Partners Health and Commissions &amp; Contracting</b>
December 22, 25 & 26, 2023	Closed
December 27 & 28, 2023	8:30 a.m. to 4:30 p.m.
December 29, 2023 and January 1 & 2, 2024	Closed
January 3, 2024	8:30 a.m. to 4:30 p.m.

Thank you for your continued support. Wishing you happiness and health in 2024!

### **Info-Partners Health**

[Info.Partenaires.Sante@gc.croixbleue.ca](mailto:Info.Partenaires.Sante@gc.croixbleue.ca)

[1-800-361-2538](tel:1-800-361-2538) – press 9, then 2, then 1

### **Commissions & Contracting**

[Ententes.Commissions@gc.croixbleue.ca](mailto:Ententes.Commissions@gc.croixbleue.ca)

[1-800-361-2538](tel:1-800-361-2538) – press 9, then 2, then 3

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