



Dear valued partner,

Below are the administrative processing deadlines for insurance policies and advisor contracting for year-end 2024:

- Insurance applications (including applications created through Salesforce) submitted before Dec.13, 2024* will be keyed into the system before 2024 year-end.
- Delivery requirements received before Dec.6, 2024* will be settled by the end of 2024.
- No transfer of policies will take place between Dec.13, 2024 and Jan.15, 2025.
- For the renewal of licences and Errors & Omissions certificates, all requirements must be received before Dec.13, 2024.

All policies approved by Underwriting prior to Dec.6, 2024* will be issued before the end of the year. These clients will receive a Welcome email.

*Deadline to submit: 4 p.m.

Holiday Schedule

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

Open 8:30 a.m. to 4:30 p.m. Dec.27 and 30, 2024 Jan.3, 2025	Closed Dec. 24, 25 and 26, 2024 Dec.31, 2024 and Jan.1 and 2, 2025
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To contact us:

[Info-Partners Health](#) – 1-800-361-2538 – option 2, then 1

[Commissions & Contracting](#) – 1-800-361-2538 – option 3

Thank you for your continued support.

Wishing you a happy and healthy 2025!



Québec Blue Cross

1981, avenue McGill College, bureau 105, Montreal,

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