



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.

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

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

Dates	Info-Partners Health and Commissions & Contracting
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.partners.health@ont.bluecross.ca

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

Commissions & Contracting

commission.contracting@ont.bluecross.ca

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

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