

Dear valued partner,

Below are the administrative processing deadlines for insurance policies and advisor contracting for year-end 2020:

- Insurance applications submitted before December 16, 2020* will be entered in the system before 2020 year-end. (SME Plan applications must be submitted before December 11, 2020*)
- Delivery requirements received before December 16, 2020* will be settled by the end of 2020. (SME Plan applications must be submitted before December 11, 2020*)
- For new advisor contracting to take effect in 2020, all requirements must be received before December 16, 2020*

All policies approved prior to December 11, 2020* will be sent before the end of 2020.

**Cut off time: 4 p.m.*

HOLIDAY SCHEDULE

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

Date	Info-Partners Health and Commissions & Contracting
December 23, 2020	8:30 a.m. to 4:30 p.m.
December 24, 25 and 28, 2020	Closed
December 29 and 30, 2020	8:30 a.m. to 4:30 p.m.
December 31, 2020 January 1 and 4, 2021	Closed
January 5, 2021	8:30 a.m. to 4:30 p.m.

TO CONTACT US

Info-Partners Health

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Email: info.partners.health@qc.bluecross.ca

Commissions & Contracting

Telephone: 1-800-361-2538 – press 9, then 2, then 2

Email: commission.contracting@qc.bluecross.ca

Thank you for your continued support this year. Wishing you a happy and healthy 2021!

Nicole Nguyen

Director, Contract Administration and Underwriting



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