



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشورنس لميتيد
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

December 13, 2021

Office Order No.:241-2021

Mr. Osmanul Haque (0723), SEO, Internal Audit Dept., Pekua Full Fledged Service Centre is hereby given authority to approved SB file sitting at same premises in addition to his existing duties.

Mr. Muhammed Minhaz Uddin (1422), SEO, Underwriting Dept., Pekua Full Fledged Service Centre is hereby assigned to issuing SB and Maturity claims Cheque sitting at same premises in addition to his existing duties until Mr. Noor Mohammad (1041), EO, join there.

Mr. Md. Sabuz Sikder (2847), Office Assistant (Rec. Kp.), Policy Servicing Dept., Pekua Full Fledged Service Centre, is hereby assigned to prepare/process SB file sitting at the same premises in addition to his existing duties until Ms. Sajeda Parvin Rupshi (2638) JO, Policy Servicing Dept., join there.

The additional responsibilities of Mr. Osmanul Haque, Mr. Muhammed Minhaz Uddin & Mr. Md. Sabuz Sikder shall come into force with immediate effect.

Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Dept.

- Mr. Osmanul Haque (0723), SEO.
- Mr. Muhammed Minhaz Uddin (1422), SEO
- Mr. Md. Sabuz Sikder (2847), Office Assistant

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩
ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : pilil@primeislamilife.com, pililbd@gmail.com, web : www.primeislamilife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹید
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

December 13, 2021

Office Order No.:241-2021

Mr. Osmanul Haque (0723), SEO, Internal Audit Dept., Pekua Full Fledged Service Centre is hereby given authority to approved SB file sitting at same premises in addition to his existing duties.

Mr. Muhammed Minhaz Uddin (1422), SEO, Underwriting Dept., Pekua Full Fledged Service Centre is hereby assigned to issuing SB and Maturity claims Cheque sitting at same premises in addition to his existing duties until Mr. Noor Mohammad (1041), EO, join there.

Mr. Md. Sabuz Sikder (2847), Office Assistant (Rec. Kp.), Policy Servicing Dept., Pekua Full Fledged Service Centre, is hereby assigned to prepare/process SB file sitting at the same premises in addition to his existing duties until Ms. Sajeda Parvin Rupshi (2638) JO, Policy Servicing Dept., join there.

The additional responsibilities of Mr. Osmanul Haque, Mr. Muhammed Minhaz Uddin & Mr. Md. Sabuz Sikder shall come into force with immediate effect.

Mahmudur Rahman Talukder
Senior Vice President
HR & ADMIN Dept.

- Mr. Osmanul Haque (0723), SEO.
- Mr. Muhammed Minhaz Uddin (1422), SEO
- Mr. Md. Sabuz Sikder (2847), Office Assistant

C.C. to:

1. The Chief Executive officer for kind information.
 2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
 3. The AMD & CS, Head of HR & ADMIN.
 4. The EVP & Incharge, Finance & Accounts Dept.,
 5. The SVP & Incharge, Policy Servicing & Claims Dept.
 6. The SVP & Incharge, I/A Dept.
 7. Master file
 8. Office Order file
 9. Personal file
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
 2. The EVP (PRT) & Incharge, Cox's Bazar Zone-03.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩
ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : pilil@primeislamilife.com, pililbd@gmail.com, web : www.primeislamilife.com