



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

September 04, 2022

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:151-2022

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Md. Abdul Latif (1756), Senior Executive Officer	Underwriting Dept., Mirsharai Full Fledged SC Chattogram Zone-04	Underwriting Dept., Sandwip Full Fledged Chattogram Zone-10
02	Mr. Md. Rafiqul Islam (0652), Executive Officer	Internal Audit Dept., Sandwip Full Fledged Chattogram Zone-10	Internal Audit Dept., Mirsharai Full Fledged SC Chattogram Zone-04
03	Mr. Md. Nurul Islam (0678), Senior Officer	Cash Section, Ramu FPR Centre, Cox's Bazar Zone-04	Cash Section, Moheshkhali Org. Office (1110), Cox's Bazar Zone-01
04	Ms. Asma Jannat Nory (2479), Junior Officer	Cash Section, Link Road Org. Office, Cox's Bazar Zone-02	Cash Section, Eidgor Org. Office, Cox's Bazar Zone-02.

Mr. Md. Nurul Islam and Ms. Asma Jannat Nory shall handover the overall charges to Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer, Accounts Dept., Cox's Bazar Service Centre.

The above employees are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to them and release letter from their existing offices by 07-09-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Underwriting Dept., Sandwip Full Fledged SC Mr. Md. Abdul Latif is hereby advised to deal with work of Internal Audit Dept., and he also assigned to Counter sign the policy schedule (Bima Dalil) Akok & DPS as an authorized officer sitting at same premises in addition to his existing duties until further order.

After Joining at Internal Audit Dept., Mirsharai Full Fledged SC Mr. Md. Rafiqul Islam is hereby advised to deal with work of Underwriting Dept., and he also assigned to deal with OR related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Abdul Latif vide Office Order No.:202-2020, dated 15-10-2020 at OR Section and vide Office Order No.:116-2021, dated 14-07-2021 at Internal Audit Dept., Mirsharai Full Fledged SC is hereby cancelled.

The additional responsibility of Mr. Md. Rafiqul Islam vide Office Order No.:134-2022, dated 01-08-2022 at policy schedule Bima Dalil related works is hereby cancelled.

After joining at Moheshkhali Org. Office (1110), Cox's Bazar Zone-01 Mr. Md. Nurul Islam is hereby given advised to sit and work at Cash Section, Moheshkhali Org. Office (0452), Cox's Bazar Zone-01 for 02 (Two) day(s) in a week in addition to his existing duties until further order.

Mr. Md. Abdur Rahim (1126), Senior Officer, Underwriting Dept., Ramu FPR Centre, Cox's Bazar Zone-04 is hereby advised to work at Cash Section at same premises in addition to his existing duties until further order.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامي لائف انشورنس لميٽيٽ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

Ms. Homira Begum (2609), Junior Officer, Cash Section, Chowfoldandi Org. Office, Cox's Bazar Zone-02 is hereby advised to sit and work at Cash Section, Link Road Org. Office, Cox's Bazar Zone-02 for 02 (Two) day(s) in a week in addition to her existing duties until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Nurul Islam, Ms. Homira Begum.

The working days at above Office, will be settled by the respective Office incharges.

Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

• Copy forwarded to: Above 06 (six) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

September 04, 2022

“বীমায় সুরক্ষিত থাকলে
এদিয়ে যাব সবাই মিলে”

Office Order No.:151-2022

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Md. Abdul Latif (1756), Senior Executive Officer	Underwriting Dept., Mirsharai Full Fledged SC Chattogram Zone-04	Underwriting Dept., Sandwip Full Fledged Chattogram Zone-10
02	Mr. Md. Rafiqul Islam (0652), Executive Officer	Internal Audit Dept., Sandwip Full Fledged Chattogram Zone-10	Internal Audit Dept., Mirsharai Full Fledged SC Chattogram Zone-04
03	Mr. Md. Nurul Islam (0678), Senior Officer	Cash Section, Ramu FPR Centre, Cox's Bazar Zone-04	Cash Section, Moheshkhali Org. Office (1110), Cox's Bazar Zone-01
04	Ms. Asma Jannat Nory (2479), Junior Officer	Cash Section, Link Road Org. Office, Cox's Bazar Zone-02	Cash Section, Eidgor Org. Office, Cox's Bazar Zone-02.

Mr. Md. Nurul Islam and Ms. Asma Jannat Nory shall handover the overall charges to Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer, Accounts Dept., Cox's Bazar Service Centre.

The above employees are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to them and release letter from their existing offices by 07-09-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Underwriting Dept., Sandwip Full Fledged SC Mr. Md. Abdul Latif is hereby advised to deal with work of Internal Audit Dept., and he also assigned to Counter sign the policy schedule (Bima Dalil) Akok & DPS as an authorized officer sitting at same premises in addition to his existing duties until further order.

After Joining at Internal Audit Dept., Mirsharai Full Fledged SC Mr. Md. Rafiqul Islam is hereby advised to deal with work of Underwriting Dept., and he also assigned to deal with OR related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Abdul Latif vide Office Order No.:202-2020, dated 15-10-2020 at OR Section and vide Office Order No.:116-2021, dated 14-07-2021 at Internal Audit Dept., Mirsharai Full Fledged SC is hereby cancelled.

The additional responsibility of Mr. Md. Rafiqul Islam vide Office Order No.:134-2022, dated 01-08-2022 at policy schedule Bima Dalil related works is hereby cancelled.

After joining at Moheshkhali Org. Office (1110), Cox's Bazar Zone-01 Mr. Md. Nurul Islam is hereby given advised to sit and work at Cash Section, Moheshkhali Org. Office (0452), Cox's Bazar Zone-01 for 02 (Two) day(s) in a week in addition to his existing duties until further order.

Mr. Md. Abdur Rahim (1126), Senior Officer, Underwriting Dept., Ramu FPR Centre, Cox's Bazar Zone-04 is hereby advised to work at Cash Section at same premises in addition to his existing duties until further order.

(Signature)

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, web: www.primeislamilife.com



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

ISO 9001:2015
CERTIFIED

Ms. Homira Begum (2609), Junior Officer, Cash Section, Chowfoldandi Org. Office, Cox's Bazar Zone-02 is hereby advised to sit and work at Cash Section, Link Road Org. Office, Cox's Bazar Zone-02 for 02 (Two) day(s) in a week in addition to her existing duties until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Nurul Islam, Ms. Homira Begum.

The working days at above Office, will be settled by the respective Office incharges.

Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

• Copy forwarded to: Above 06 (six) employees.

C.C. to: for kind information:

1. The Chief Executive officer.
 2. The Deputy Managing Director (Operation).
 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
 4. The DMD (Dev.) Chattogram, Rajshahi, Bagmara.
 5. The AMD & Head of HR & ADMIN.
 6. The SEVP & Chief Financial Officer.
 7. The SVP & Oncharge, Internal Audit Dept.
 8. The SVP & Incharge, U/W & Re Insurance Dept.
 9. Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer, Accounts Dept., Cox's Bazar Service Centre.
 10. Master file
 11. Office Order file
 12. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
 2. The EVP (PRT) & Incharge, Chattogram Zone-10.
 3. The EVP (PRT) & Incharge, Cox's Bazar Zone-01.
 4. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
 5. The Incharge, Cox's Bazar Zone-04
 6. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা) ২৮/জি/১ টয়েমবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯. ই-মেইল : nilil@primeislamiflife.com web: www.primeislamiflife.com