Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

September 14, 2022

"বীমায় সুরক্ষিত থাকলে এগিয়ে যাব সবাই মিলে"

Office Order No.:159-2022

For the greater interest of the Company, Ms. Sayama Jahan (2875), Senior Officer, Underwriting Dept., Kadomtoli FPR Centre, Dhaka Zone-06 is hereby transferred to Cash Section, Kalinath Royer Bazar woman Org. Office, Barishal Zone-02.

Ms. Sayama Jahan is advised to report her joining to the Incharge, Kalinath Royer Bazar woman Org. Office, Barishal Zone-02 along with Stationary Items allotted to him and release letter from her existing office by 19-09-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining Ms. Sayama Jahan at Kalinath Royer Bazar woman Org. Office, Barishal Zone-02 the additional responsibility of Mr. Md. Jahurul Islam (2340), Junior Officer, Cash Section, Barishal Zone-02 vide Office Order No.:152-2022, dated 06-09-2022 at Cash Section, Kalinath Royer Bazar woman Org. Office, Barishal Zone-02 is hereby cancelled.

Mahmudur Rahman Talukder Senior Vice President (HR & Admin)

Copy forwarded to:

• Ms. Sayama Jahan (2875), Senior Officer.

Mr. Md. Jahurul Islam (2340), Junior Officer.

برائے اسلامی لآئے۔ انشےرنس لہٰ۔ Prime Islami Life Insurance Limited

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Office Order No.:159-2022

For the greater interest of the Company, Ms. Sayama Jahan (2875), Senior Officer, Underwriting Dept., Kadomtoli FPR Centre, Dhaka Zone-06 is hereby transferred to Cash Section, Kalinath Royer Bazar woman Org. Office, Barishal Zone-02.

Ms. Sayama Jahan is advised to report her joining to the Incharge, Kalinath Royer Bazar woman Org. Office, Barishal Zone-02 along with Stationary Items allotted to him and release letter from her existing office by 19-09-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining Ms. Sayama Jahan at Kalinath Royer Bazar woman Org. Office, Barishal Zone-02 the additional responsibility of Mr. Md. Jahurul Islam (2340), Junior Officer, Cash Section, Barishal Zone-02 vide Office Order No.:152-2022, dated 06-09-2022 at Cash Section, Kalinath Royer Bazar woman Org. Office, Barishal Zone-02 is hereby cancelled.

Mahmudur Rahman Talukder Senior Vice President (HR & Admin)

copy forwarded to:

- Ms. Sayama Jahan (2875), Senior Officer.
- Mr. Md. Jahurul Islam (2340), Junior Officer.

C.C. to: for kind information:

- 1. The Chief Executive officer.
- The Deputy Managing Director (Operation).
- 3. The DMD (Dev.) & Incharge, Dev Admin Dept.
- 4. The AMD & Head of HR & ADMIN.
- 5. The SEVP & Chief Financial Officer.
- 6. Master file.
- 7. Office Order file.
- 8. Personal file.

- 1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
- The SEVP (PRT) & Incharge, Dhaka Zone-06.
- 3. The EVP (PRT) & Incharge, Barishal Corp.
- 4. The Incharge, Kadomtoli FPR Centre, Dhaka Zone-06.
- 5. The Incharge, Kalinath Royer Bazar woman Org. Office, Barishal Zone-02.