



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

ISO 9001 : 2015
CERTIFIED

March 09, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ

Office Order No.:28-2023

For the greater interest of the Company Mr. Md. Moaggem Hossain Khan (0522), Senior Executive Officer, Internal Audit Dept., Cumilla Full Fledged SC is hereby advised to deal with work of Policy Servicing & Claims Dept., and Mr. Md. Alamin Molla (2998), Office Assistant (Doc. Kp.) policy Servicing Dept., Cumilla Full Fledged SC is hereby assigned to issue Policy schedule (Bima Dalil) and distribute sitting at same premises in addition to their existing duties until further order.

The additional responsibility of Mr. Mohammad Mazharul Haque (2849) DVP, Underwriting Dept., Feni Full Fledged Service Centre vide Office Order No.:83-2022, dated 12-05-2022 at Underwriting, SB & OR related works at Noakhali Full Fledged SC is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

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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 Corp. Zone.
5. The AMD & Head of HR & ADMIN.
6. The SEVP & Chief Financial Officer.
7. The SVP & Incharge, Policy Servicing & Claims Dept.
8. The SVP & Incharge, I/A Dept.
9. Master file
10. Office Order file
11. Personal file
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
2. The EVP (PRT) & Incharge, Noakhali Zone-01.
3. The EVP (PRT) & Incharge, Feni Zone-02.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন