ISO 9001:2015

August 28, 2023

Office Order No.:156-2023

"আমার জীবন আমার সম্পদ বীমা করলে থাকবে নিরাপদ

For the greater interest of the Company, Mr. Mohammed Fazlul Kabir (0194), Vice President, Claims Dept., Head Office, Dhaka is hereby transferred to Policy Servicing Dept., Head Office, Dhaka as Incharge.

Mr. Mohammed Fazlul Kabir will work under supervision of Mr. Mohammad Alamgir Hossain Khan, Senior Vice President & Incharge, Claims Department, Head Office, Dhaka until further Order.

Mr. Mohammed Fazlul Kabir is advised to report his joining to the SVP & Incharge, Claims Dept., along with Stationary Items allotted to him and release letter from his existing office by 31-08-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Md. Shamsul Alam Chief Executive Officer

Copy forwarded to:

Mr. Mohammed Fazlul Kabir (0194), Vice President.

Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

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Md. Shamsul Alam

Chief Executive Officer

Copy forwarded to:

Mr. Mohammed Fazlul Kabir (0194), Vice President.

C.C. to: for kind information:

- 1. The Deputy Managing Director (Operation).
- 2. The DMD (Dev.) & Incharge, Dev Admin Dept.
- 3. The EVP, HR & Admin Dept.
- 4. The SVP & Incharge, Claims Dept.
- 5. All Departmental Heads.
- 6. Master file
- 7. Office Order file
- 8. Personal file