Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

October 23, 2023

Office Order No.:198-2023

"আমার জীবন আমার সম্পদ বীমা করলে থাকবে নিরাপদ'

Mr. Md. Adam Ali (1690), Senior Officer, Claims Dept., Bagmara Corp. Zone is hereby advised to work at Call Centre, sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Yeasin Babu (1630), SEO, Underwriting Dept., Bagmara Corp. Zone vide Office Order No.:116-2023, Dated 02-07-2023 at Call Centre and Office Order No.:168-2021, Dated 22-09-2021 for Counter sign the policy schedule (Bima Dalil) and OR, DGH related work may be cancelled.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to: Above 02 (Two) employees.

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Executive Vice President HR & ADMIN Department

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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.)
- 5. The SVP & Incharge, Claims Dept.
- 6. The SVP & Incharge, U/W Dept.
- 7. Mr. Shorwar Alam (0375), Vice President, Claims Dept. H/O.
- 8. The Manager & Operation Incharge, Bagmara Corp. Zone.
- Master file.
- 10. Office Order file.
- 11. Personal file.

1. The EVP (PRT) & Incharge, Bagmara Corp. Zone.