# برائے اسلامی لاُٹی انشہورنس نہتے ہے۔ Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

February 15, 2024

#### Office Order No.:28-2024

"করবো বীমা, গড়বো দেশ স্মার্ট হবে বাংলাদেশ"

All concerned are hereby informed that policy Dalil (Akok & DPS) will be issued from Siddirgonj FPR Center(0433)-Dhaka Corp. Zone-07 from now on.

The SVP & Incharge, Claims Dept., Head Office, Dhaka shall monitor the policy Dalil issuing process of Siddirgonj FPR Center(0433)-Dhaka Corp. Zone-07 time to time.

All concerned are hereby advised to take above services from Siddirgonj FPR Center(0433).

The policy Dalil issuing process will be come into force with immediate effect.

Mr. Abdullah-Al-Mamun (2840), Junior Officer, Cash Section, Siddirgonj FPR Center(0433)-Dhaka Corp. Zone-07 is hereby assigned to prepare and check Policy schedule (Bima Dalil) sitting at the same premises and sign on it as chacking officer in addition to his existing duties until further order.

Mr. Md. Akter Hossain (1000), Executive Officer, U/W Dept., Siddirgonj FPR Center (0433), Dhaka Corp. Zone-07 is hereby authorized to counter sign Policy schedule (Bima Dalil) sitting at the same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

- Mr. Md. Akter Hossain (1000), Executive Officer
- Mr. Abdullah-Al-Mamun (2840), Junior Officer

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#### C.C. to: for kind information:

- The Chief Executive officer.
- 2. The Deputy Managing Director (Operation).
- 3. The DMD (Dev.) & Incharge, Dev Admin Dept.
- The DMD (Dev.)
- The SVP & Incharge, Claims Dept.
- 6. The VP & Incharge, Policy Servicing Dept.
- Master file
- 8. Office Order file
- Personal file

- The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07
- The Incharge, Siddirgonj FPR Center FPR Centre.