Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

June 05, 2024

Office Order No.:103-2024

"করবো বীমা, গড়বো দেশ স্মার্ট হবে বাংলাদেশ"

All concerned are hereby informed that policy Dalil (Akok & DPS) will be issued from Ali Bahar FPR Center(0184), Dhaka Zine-13 from now on.

The SVP & Incharge, Claims Dept., Head Office, Dhaka shall monitor the policy Dalil issuing process of Ali Bahar FPR Center(0184), Dhaka Zone-13 time to time.

All concerned are hereby advised to take above services from Ali Bahar FPR Center(0184).

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

Mr. Al Amin (1613), Senior Officer, Cash Section, Alibahar FPR Centre(0184), Dhaka Zone-13 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. Mojibur Rahman Howlader (0028), Executive Officer, U/W Dept., Alibahar FPR Centre(0184), Dhaka Zone-13 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. Mojibur Rahman Howlader (0028), Executive Officer.

Mr. Al Amin (1613), Senior Officer.

June 05, 2024

Office Order No.:103-2024

"করবো বীমা, গড়বো দেশ স্মার্ট হবে বাংলাদেশ"

All concerned are hereby informed that policy Dalil (Akok & DPS) will be issued from Ali Bahar FPR Center(0184), Dhaka Zine-13 from now on.

The SVP & Incharge, Claims Dept., Head Office, Dhaka shall monitor the policy Dalil issuing process of Ali Bahar FPR Center (0184), Dhaka Zone-13 time to time.

All concerned are hereby advised to take above services from Ali Bahar FPR Center(0184).

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

Mr. Al Amin (1613), Senior Officer, Cash Section, Alibahar FPR Centre(0184), Dhaka Zone-13 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. Mojibur Rahman Howlader (0028), Executive Officer, U/W Dept., Alibahar FPR Centre(0184), Dhaka Zone-13 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. Mojibur Rahman Howlader (0028), Executive Officer.
- · Mr. Al Amin (1613), Senior 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 DMD (Dev.)
- 5. The SVP & Incharge, Claims Dept.
- 6. Master file
- 7. Office Order file
- 8. Personal file

- 1. The EVP (PRT) & Incharge, Dhaka Zone-13.
- 2. The Incharge, Ali Bahar FPR Center.