Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

March 28, 2021

Office Order No.: 58-2021

For the greater interest of the Company, Kazi Mahbub-E-Khoda (0800), Joint Vice President, Group Insurance Division, Head Office, Dhaka is hereby transferred to Finance & Accounts Dept., Head Office, Dhaka.

Kazi Mahbub-E-Khoda shall handover the overall charges to JEVP & Incharge, Group Insurance & Actuarial Dept., Head Office, Dhaka.

After handover his charges Kazi Mahbub-E-Khoda is advised to report his joining to the Senior Vice President & Incharge, Finance & Accounts Dept., Head Office, Dhaka along with Stationary Items allotted to him and release letter from his existing office by 31-03-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Kazi Abul Manjur

Assistant Managing Director & In charge

HR & ADMIN Department

Copy forwarded to:

Kazi Mahbub-E-Khoda (0800), Joint Vice President

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Kazi Abul Manjur

Assistant Managing Director & In charge

HR & ADMIN Department

Copy forwarded to:

Kazi Mahbub-E-Khoda (0800), Joint Vice President

C.C. to : for kind information :

- 1. The Chief Executive officer.
- 2. The DMD & CS.
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The JEVP & Incharge, Group Instance & Actuarial Dept.
- 5. The SVP & Incharge, Finance & Accounts Dept.
- 6. Master file
- 7. Office Order file
- 8. Personal file.