



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لايف انشورنس ليميتيد  
Prime Islami Life Insurance Limited



June 16, 2019

## Office Order No.:155-2019

For the greater interest of the Company, the following executives are hereby transferred as under:

Sl.	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Md. Mijanur Rahman Khan (0274), Assistant Vice President	Internal Audit Dept., Head Office, Dhaka	Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka	As Incharge
02	Mr. Md. Asaduzzaman (0484), Assistant Vice President	Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka	Internal Audit Dept., Head Office, Dhaka	He is advised to Audit, SB, Claims, Surrender etc., related files sitting at Policy Servicing & Claims Dept., at 8 <sup>th</sup> floor, Head Office, Dhaka.

Mr. Md. Asaduzzaman shall handover the overall charges to Mr. Md. Mijanur Rahman Khan in presence of Internal Auditor.

Before handing and taking over of overall charges, the J EVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 23-06-2019.

Mr. Md. Mijanur Rahman Khan is advised to report his joining to the SEVP (PRT) & PD, Paribar Kallayan Bima Division by 19-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Asaduzzaman is advised to report his joining to the J EVP & Incharge, Internal Audit Dept., Head Office, Dhaka by 19-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

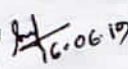
  
**Kazi Abul Manjur**


Senior Executive Vice President

Administration Department.

- Mr. Md. Mijanur Rahman Khan (0274), Assistant Vice President.
- Mr. Md. Asaduzzaman (0484), Assistant Vice President

### C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD, CFO & Company Secretary.
3. The SEVP & Incharge, Administration Dept.
4. The J EVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order. 
5. The JSVP & Incharge (C.C) Policy Servicing & Claims Dept.
6. Master file.
7. Office Order file.
8. Personal file.

1. The SEVP (PRT) & PD, Paribar Kallayan Bima Division. 

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لايف انشورنس لميٹيد  
Prime Islami Life Insurance Limited



June 16, 2019

## Office Order No.:155-2019

For the greater interest of the Company, the following executives are hereby transferred as under:

Sl.	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Md. Mijanur Rahman Khan (0274), Assistant Vice President	Internal Audit Dept., Head Office, Dhaka	Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka	As Incharge
02	Mr. Md. Asaduzzaman (0484), Assistant Vice President	Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka	Internal Audit Dept., Head Office, Dhaka	He is advised to Audit, SB, Claims, Surrender etc., related files sitting at Policy Servicing & Claims Dept., at 8 <sup>th</sup> floor, Head Office, Dhaka.

Mr. Md. Asaduzzaman shall handover the overall charges to Mr. Md. Mijanur Rahman Khan in presence of Internal Auditor.

Before handing and taking over of overall charges, the JEVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 23-06-2019.

Mr. Md. Mijanur Rahman Khan is advised to report his joining to the SEVP (PRT) & PD, Paribar Kallayan Bima Division by 19-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Asaduzzaman is advised to report his joining to the JEVP & Incharge, Internal Audit Dept., Head Office, Dhaka by 19-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

  
**Kazi Abdul Manjur**  
Senior Executive Vice President  
Administration Department.

- Mr. Md. Mijanur Rahman Khan (0274), Assistant Vice President.
- Mr. Md. Asaduzzaman (0484), Assistant Vice President

আর্থিক নিরাপত্তার সেতুবন্ধন