



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامی لائف انشورنس لمیٹید  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

August 12, 2025

## Office Order No.:115-2025


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

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Md. Mahabubur Rahman (2563), DVP	Underwriting Dept., Motijheel FPR Center (6667), Head Office	Help Desk Policy Servicing Dept., Head Office, Dhaka
02	Ms. Sarafat Jahan Shuchi (3290), Officer	Internal Audit Dept., Head Office, Dhaka	Development Administration Dept., Head Office, Dhaka

Ms. Sarafat Jahan Shuchi shall handover his overall charges along with Papers/Documents and Computer (if any) to the Senior Vice President & Incharge, Internal Audit Dept., Head Office, Dhaka

The above employees are advised to report their joining to the Incharge of respective Departments along with Stationary Items allotted to them and release letter from their existing offices by 17-08-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Policy Servicing Dept., Mr. Md. Mahabubur Rahman shall also carryout Underwriting related works of Motijheel FPR Center (6667), Head Office in addition to his existing duties until further order.

  
**Md. Shamsul Alam**  
Chief Executive Officer

 Copy forwarded to:

- Mr. Md. Mahabubur Rahman (2563), DVP
- Ms. Sarafat Jahan Shuchi (3290), Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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- Ms. Sarafat Jahan Shuchi (3290), Officer

**C.C. to:** for kind information:

1. The Additional Managing Director.
2. The DMD & Incharge, Dev. Admin Dept.
3. The AMD & Chief Financial Officer.
4. The SVP & Incharge, Policy Servicing & Claims Dept.
5. The SVP & Incharge, U/W & Re Insurance Dept.
6. The SVP & Incharge, I/A Dept.
7. Personal file.
8. Office Order file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07.

আর্থিক নিরাপত্তার সেতুবন্ধন