Prime Islami Life Insurance Limited

ISO 9001:2015

August 14, 2025

Office Order No.:118-2025

Ms. Faria Hossain Kanta (3338), Office Assistant, Policy Servicing Dept., Gunagori FPR Center(0509), Chattogram Zone-02 (Banskhali) is hereby advised to deal with Underwriting related works sitting at the same premises in addition to her existing duties until further order.

The additional responsibilities of Ms. Faria Hossain Kanta shall come into force with immediate effect and remain valid until further order.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Ms. Faria Hossain Kanta (3338), Office Assistant.

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Executive Vice President HR,& ADMIN Department

Ms. Faria Hossain Kanta (3338), Office Assistant.

C.C. to: for kind information:

- 1. The Chief Executive officer.
- 2. The Additional Managing Director
- 3. The DMD (DEV.)
- 4. The SVP & Incharge, U/W & Re Insurance Dept. with a request to arrange necessary training to Ms. Faria Hossain Kanta.
- 5. Master file
- 6. Office Order file.
- 7. Personal file.

- 1. The EVP (PRT) & Incharge, Dhaka Zone-13
- 2. The EVP (PRT) & Incharge, Chattogram Zone-02.
- 3. The Incharge, Gunagori FPR Center.