



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

ISO 9001:2015
CERTIFIED

August 14, 2025

Office Order No.:119-2025

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	Ms. Sharmin Akter (2605), Officer	Cash Section, Baizid Org. Office (0511), Chattogram Zone-05	Cash section, Jubilee Road FPR Center (0455), Chattogram Zone-11
02	Mr. Kawsar Mohammad Saifullah (3060), Junior Officer	Cash section, Jubilee Road FPR Center (0455), Chattogram Zone-11	Cash Section, Baizid Org. Office (0511), Chattogram Zone-05

Ms. Sharmin Akter and Mr. Kawsar Mohammad Saifullah shall handover the overall charges to Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.

After Joining at Jubilee Road FPR Center, Ms. Sharmin Akter is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to her existing duties until further order.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices by 19-08-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.


Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

August 14, 2025

Office Order No.:119-2025

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	Ms. Sharmin Akter (2605), Officer	Cash Section, Baizid Org. Office (0511), Chattogram Zone-05	Cash section, Jubilee Road FPR Center (0455), Chattogram Zone-11
02	Mr. Kawsar Mohammad Saifullah (3060), Junior Officer	Cash section, Jubilee Road FPR Center (0455), Chattogram Zone-11	Cash Section, Baizid Org. Office (0511), Chattogram Zone-05

Ms. Sharmin Akter and Mr. Kawsar Mohammad Saifullah shall handover the overall charges to Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.

After Joining at Jubilee Road FPR Center, Ms. Sharmin Akter is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to her existing duties until further order.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices by 19-08-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

C.C. to: for kind information:

- | | |
|--|--|
| 1. The Chief Executive officer | 1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01 |
| 2. The Additional Managing Director. | 2. The EVP (PRT) & Incharge, Chattogram Corp. Zone-05 |
| 3. The DMD (Dev.) | 3. The EVP (PRT) & incharge, Chattogram, Zone-11. |
| 4. The AMD & Chief Financial Officer. | 4. The Incharge, Respective Offices. |
| 5. Mr. Mohammad Sabbir Mahmud (2539),
Officer, Finance & Accounts Dept.,
Chattogram Divisional Office. | |
| 6. Office Order file. | |
| 7. Personal file | |

আর্থিক নিরাপত্তার সেতুবন্ধন