



August 26, 2025

For the greater interest of the Company, the following employees are hereby assigned to carry out the additional responsibilities sitting at same premises in addition to their existing duties until further order:

Sl.	Name, Desig., Dept.	Present Office	Additional responsibility
01	Mr. Md. Abdul Haye Al Hadi (0542), Executive Officer	Internnal Audit Dept., Bhola Full Fledged Service Center, Bhola Zone	He is hereby assigned to prepare Policy schedule (Bima Dalil) and Dev. Admin related work.
02	Mr. Md. Jamal Uddin (3140), Office Assistant	Policy Servicing Dept., Bhola Full Fledged Service Center, Bhola Zone	He is hereby assigned to work at Call Centre, OR and Docket Kp. related all work.

The additional responsibilities of Mr. Md. Abdul Haye Al Hadi and Mr. Md. Jamal Uddin shall come into force with immediate effect and remain valid until further order.

Executive Vice President  
HR & ADMIN Department

- Mr. Md. Abdul Haye Al Hadi (0542), Executive Officer.
- Mr. Md. Jamal Uddin (3140), Office Assistant

## আর্থিক নিরাপত্তার সেতুবন্ধন



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

August 26, 2025

## Office Order No.:124-2025

For the greater interest of the Company, the following employees are hereby assigned to carry out the additional responsibilities sitting at same premises in addition to their existing duties until further order:

Sl.	Name, Desig., Dept.	Present Office	Additional responsibility
01	Mr. Md. Abdul Haye Al Hadi (0542), Executive Officer	Internal Audit Dept., Bhola Full Fledged Service Center, Bhola Zone	He is hereby assigned to prepare Policy schedule (Bima Dalil) and Dev. Admin related work.
02	Mr. Md. Jamal Uddin (3140), Office Assistant	Policy Servicing Dept., Bhola Full Fledged Service Center, Bhola Zone	He is hereby assigned to work at Call Centre, OR and Docket Kp. related all work.

The additional responsibilities of Mr. Md. Abdul Haye Al Hadi and Mr. Md. Jamal Uddin shall come into force with immediate effect and remain valid until further order.

**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

- Mr. Md. Abdul Haye Al Hadi (0542), Executive Officer.
- Mr. Md. Jamal Uddin (3140), 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, Claims Dept.
5. The SVP & Incharge, I/A Dept.
6. Master file
7. Office Order file.
8. Personal file.

1. The EVP (PRT) & Incharge, Bhola Zone

আর্থিক নিরাপত্তার সেতুবন্ধন