Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

September 11, 2025

Office Order No.:132-2025

Mr. Abdur Rahman Rajib (2916), Junior Officer, Accounts Dept., Chakaria FPR Office(0042), Cox's Bazar Zone-03 (Pekua) is hereby advised to deal with Underwriting related works and also assigned to prepare Draft sheet of proposal form and forward to Pekua Full Fledged SC sitting at same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Abdur Rahman Rajib (2916), Junior Officer

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Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Abdur Rahman Rajib (2916), Junior Officer

C.C. to: for kind information:

- 1. The Chief Executive officer.
- 2. The Additional Managing Director.
- 3. The DMD (DEV.)
- 4. The AMD & Head of IT
- The SVP & Incharge, U/W & Re Insurance Dept. with a request to arrange necessary training to Mr. Abdur Rahman Rajib.
- 6. Master file
- 7. Office Order file
- 8. Personal file

- The EVP (PRT) & Incharge, Cox's Bazar Zone-03.
- 2. The Incharge, chakaria FPR Centre.