Prime Islami Life Insurance Limited

ISO 9001:2015

September 24, 2025

Office Order No.:138-2025

Ms. Jenifar Sultana (1867), Senior Officer, Information Technology Dept., Rajshahi Full Fledged Service Center, Rajshahi Core. Zone-03 is hereby assigned to deal with Survival Benefit (SB) and Alteration related works related works sitting at the same premises in addition to her existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

• Ms. Jenifar Sultana (1867), Senior Officer.

Prime Islami Life Insurance Limited

ISO 9001:2015

September 24, 2025

Office Order No.:138-2025

Ms. Jenifar Sultana (1867), Senior Officer, Information Technology Dept., Rajshahi Full Fledged Service Center, Rajshahi Core. Zone-03 is hereby assigned to deal with Survival Benefit (SB) and Alteration related works related works sitting at the same premises in addition to her existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Ms. Jenifar Sultana (1867), Senior Officer.

C.C. to: for kind information:

- 1. The Chief Executive officer
- The Additional Managing Director.
- The AMD & Head of IT.
- 4. The AMD & Chief Financial Officer.
- The EVP & Incharge, Policy Servicing & Claims Dept.
- 6. The DVP & Operation Incharge, Rajshahi Full Fledged SC.
- 7. Master file
- 8. Office Order file
- 9. Personal file

 The EVP (PRT) & Incharge, Rajshahi Corp. Zone-03