Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

November 11, 2025

Office Order No.:166-2025

Mr. Md. Tareique Amer Islam (2874), SEO, Cash Section. Chowara Org. Office(0475), Cumilla Zone-01 is hereby transferred to Cash Section, Daudkandi Org. Office (0063), Cumilla Zone-03.

Mr. Md. Tareique Amer Islam shall handover the overall charges to Md. Wahiduzzaman Hawlader (2187), Manager & Operation Incharge, Cumilla Full Fledged SC, Cumilla Corp. Zone.

Mr. Md. Tareique Amer Islam is advised to report his joining to the Incharge, Daudkandi Org. Office (0063), Cumilla Zone-03 along with Stationary Items allotted to him and release letter from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Daudkandi Org. Office, Mr. Md. Tareique Amer Islam is hereby advised to work at call Centre related works siting 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. Md. Tareique Amer Islam (2874), SEO

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Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Md. Tareique Amer Islam (2874), SEO

C.C. to: for kind information:

- 1. The Chief Executive officer
- 2. The Additional Managing Director.
- The AMD & Head of IT.
- 4. The AMD & Chief Financial Officer.
- 5. Master file
- 6. Office Order file
- 7. Personal file

- The AMD (Dev.) & Incharge, Cumilla Corp. Zone.
- 2. The EVP (PRT). & Incharge, Cumilla Zone-03.
- 3. The Incharge, Respective Offices.