



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

December 11, 2025

Office Order No.:181-2025

For the greater interest of the company the following employees are hereby assigned to carry out the additional responsibilities as under.

Sl	Name, Desig. & ID No	Present Dept./Office	Additional Responsibilities	Remarks
01	Mr. K. M. Monower Hossain (1276), AVP & Operation Incharge	Finance & Accounts Dept., Gazipur Full Fledged SC	FPR issue and Policy Draft related works.	Additional responsibility regarding U/W Dept., Vide office Order No.225-2024 dated 22/12/2024 shall also continue.
02	Mr. Md. Zahidul Islam (0883), Senior Officer	Policy Servicing Dept., Gazipur Full Fledged SC	Prepare Dalil and IT related works	Additional responsibility regarding Dev. Admin Dept., Vide office Order No.225-2024 dated 22/12/2024 shall also continue.
03	Mr. Md. jahirul islam (1783), Officer	Cash Section, Gazipur Full Fledged SC	Audit Maturity File and Call Centre related works	

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৮৮-০২-৮১০৭০১৭৯, ই-মেইল: pilil@primeislamilife.com, web : www.primeislamilife.com



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C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The AMD & CFO.
4. AMD & Head of IT
5. The EVP & Incharge, Policy Servicing & Claims Dept.
6. Master file.
7. Personal file.

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

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়: গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন: ৮৮-০২-৮১০৭০১৭৯, ই-মেইল: pilil@primeislamylife.com, web : www.primeislamylife.com