



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

February 05, 2026

Office Order No.:13-2026

For the greater interest of the Company, the Office Order No: 11-2026, dated February 02, 2026 is hereby partially revised and following transfer may be made:

SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to
01	Mr. Md. Abu Sayed (1107), Executive Officer Cash Section, Chasara Org. Office (0140), Dhaka Zone-16	Cash Section, Araihazar FPR Centre (0151), Dhaka Zone-16	Cash Section, Bandar FPR Centre (0224), Dhaka Zone-16
02	A. Mannan (2697), Officer Cash Section, Bandar FPR Centre (0224), Dhaka Zone-16	_____	Cash Section, Araihazar FPR Centre (0151), Dhaka Zone-16

Mr. Md. Abu Sayed and A. Mannan shall handover the overall charges to Mr. Md. Meraj Hossain (0668), Executive Officer, Accounts Dept., Link Road Full Service Center, Dhaka Zone-16.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices by 09-02-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Bandar FPR Centre, Mr. Md. Abu Sayed is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to his existing duties until further order.

After Joining at Araihazar FPR Centre, A. Mannan is hereby advised to deal with work of Underwriting & IT related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of A. Mannan (2697), Officer vide Office Order No.:210-2023, dated 05-11-2023 at U/W Dept., is hereby cancelled.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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02	A. Mannan (2697), Officer	Cash Section, Bandar FPR Centre (0224), Dhaka Zone-16	Cash Section, Araihasar FPR Centre (0151), Dhaka Zone-16

Mr. Md. Abu Sayed and A. Mannan shall handover the overall charges to Mr. Md. Meraj Hossain (0668), Executive Officer, Accounts Dept., Link Road Full Service Center, Dhaka Zone-16.

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The additional responsibility of A. Mannan (2697), Officer vide Office Order No.:210-2023, dated 05-11-2023 at U/W Dept., is hereby cancelled.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The AMD & Head of IT
4. The AMD & Chief Financial Officer.
5. The SVP & Incharge, Underwriting & Re Insurance Dept.
With a request to provide necessary U/W Training to Mr. Abu Sayed.
6. Md. Meraj Hossain (0668), EO, Accounts Dept., Link Road Full Service Center, Dhaka Zone-16
7. Office Order file.
8. Personal file
1. The EVP (PRT) & Incharge, Dhaka Zone-16.
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন