



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

February 15, 2026

Office Order No.:16-2026

For the greater interest of the Company, the Office Order No: 13-2026, dated February 05, 2026 is hereby 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, Bandar FPR Centre (0224), Dhaka Zone-16
02	A. Mannan (2697), Officer	Cash Section, Bandar FPR Centre (0224), Dhaka Zone-16	Cash Section, Araihaazar FPR Centre(0151), Dhaka Zone-16
03	Mr. Arfanul Islam (2829), Officer	Transport Section, HR & Administration Dept., Head Office, Dhaka	Development Administration Dept., Head Office, Dhaka

Mr. Md. Abu Sayed shall handover the overall charges as per previous Office Order No: 13-2026 dated February 05, 2026 and he is advised to report his joining to the Incharge, Araihaazar FPR Centre, Dhaka Zone-16 along with Stationary Items allotted to his and release letter from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Araihaazar FPR Centre, Mr. Md. Abu Sayed 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.

Mr. Arfanul Islam shall handover the overall charges to the DVP & Incharge, Transport Section, Head Office, Dhaka.

Mr. Arfanul Islam is advised to report his joining to the Deputy Managing Director & Incharge, Development Administration Dept., Head Office, Dhaka by 17-02-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.


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 ৪১০৭০১৮০-৮৩
ফ্যাক্সঃ ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: pilil@primeislamilife.com, web : www.primeislamilife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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02	A. Mannan (2697), Officer	Cash Section, Bandar FPR Centre (0224), Dhaka Zone-16	Cash Section, Araihazar FPR Centre(0151), Dhaka Zone-16	He will stay at his existing Office.
03	Mr. Arfanul Islam (2829), Officer	Transport Section, HR & Administration Dept., Head Office, Dhaka	_____	Development Administration Dept., Head Office, Dhaka

Mr. Md. Abu Sayed shall handover the overall charges as per previous Office Order No: 13-2026 dated February 05, 2026 and he is advised to report his joining to the Incharge, Araihazar FPR Centre, Dhaka Zone-16 along with Stationary Items allotted to his and release letter from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

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

C.C. to: for kind information:

1. The Chief Executive officer.
 2. The Additional Managing Director.
 3. The DMD & Incharge, Dev. Admin Dept.
 4. The AMD & Chief Financial Officer.
 5. The SVP & Incharge, Underwriting & Re Insurance
1. The EVP (PRT) & Incharge, Dhaka Zone-16.
 2. The Incharge, Araihazar FPR Centre.
 3. The Incharge, Bandar FPR Centre.

Dept. With a request to provide necessary U/W Training to Mr. Abu Sayed.

6. Office Order file. 7. Personal file **আর্থিক নিরাপত্তার সেতুবন্ধন**