



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

March 25, 2026

Office Order No.:34-2026

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Ms. Afroza Bente Shaker (2954), Senior Officer	Cash Section, Chakaria FPR Office(0042), Cox's Bazar Zone-03	Policy Servicing Dept., Pekua Full Service Center, Cox's Bazar Zone-03	She will assigned to Dalil & OR related works of Policy Servicing Dept.
02	Ms. Kaniz Khadiza (2805), Junior Officer	Cash section, Santirhat Org., Office(0434), Chattogram Zone-14	Cash Section, Bandartila Org., Office (0041), Chattogram Zone-10.	_____

Ms. Afroza Bente Shaker shall handover the overall charges to Mr. Muhammed Minhaz Uddin (1422), Assistant Manage, Pekua Full Service Center, Cox's Bazar Zone-03.

Ms. Kaniz Khadiza shall handover the overall charges to Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.

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 31-03-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Pekua Full Service Center, Ms. Afroza Bente Shaker is hereby assigned to work at Call Centre and SB related works sitting at same premises in addition to her existing duties until further order.

Cash allowance of Ms. Afroza Bente Shaker @Tk.750/- are hereby withdrawn.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) 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-মেইলঃ nilil@primeislamilife.com. web : www.primeislamilife.com



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Mahmudur Rahman Talukder
Executive Vice President
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C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The AMD & Chief Financial Officer.
4. Mr. Mohammad Sabbir Mahmud (2539), Officer, F/A Dept., Chattogram Divisional Office.
5. Office Order file.
6. Personal file
1. The SEVP (PRT) & Incharge, Chattogram Corp. Zone-06.
2. The EVP (PRT) & Incharge, Chattogram Zone-10.
3. The EVP (PRT) & Incharge, Chattogram Zone-14.
4. The Incharge, respective Offices

আর্থিক নিরাপত্তার সেতুবন্ধন