



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

April 12, 2026

Office Order No.:41-2026

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
01	Mr. Md. Kamrul Islam (0132), Assistant Manager	Finance & Accounts Dept., Sandwip Full Fledged Service Center Chattogram Zone-10	Finance & Accounts Dept., Konabari Full Service Center, Tangail Zone-01
02	Mr. Muhammad Shahjahan Patwary (0328), Assistant Manager	Underwriting Dept., Chandpur Full Fledge Service Center, Chandpur Zone	Underwriting Dept., Konabari Full Fledged Service Center, Tangail Zone-01
03	Mr. Md. Ashrafuzzaman (3109), Assistant Manager	Finance & Accounts Dept., Konabari Full Service Center, Tangail Zone-01	Internal Audit Dept., Rangpur Full Fledged Service Center,
04	Mr. Maynul Islam (1135), Senior Officer	Establishment Dept., Head Office, Dhaka	Cash Section, Jhalokathi Org. Office(0095), Barishal Zone

Mr. Md. Kamrul Islam shall handover the overall charges to Mr. Md. Abdul Latif (1756), SEO & Operation Incharge, Sandwip Full Fledged SC, Chattogram Zone-10 in presence of Internal Auditor.


Mr. Muhammad Shahjahan Patwary shall handover the overall charges to Mr. Monir Hossain (0871), EO & Operation Incharge, Chandpur Full Fledged SC, Chandpur Zone.

Mr. Md. Ashrafuzzaman shall handover the overall charges to Mr. Matiar Rahman Mallik (0152), Assistant Manager & Operation Incharge, Konabari Full Fledged Service Center, Tangail Zone-01 in presence of Internal Auditor.

Mr. Maynul Islam shall handover the overall charges to Mr. Md. Aershadul Quayyum Chowdhury, VP & Incharge, Establishment Dept., Head Office, Dhaka.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned offices at Sl. No. 01 & 03 and submit a report to authority by 23-04-2026.

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 16--04-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়: গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩
ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯ ই-মেইল: pilil@primeislamiflife.com, web : www.primeislamiflife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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02	Mr. Muhammad Shahjahan Patwary (0328), Assistant Manager	Underwriting Dept., Chandpur Full Fledged Service Center, Chandpur Zone	Underwriting Dept., Konabari Full Fledged Service Center, Tangail Zone-01
03	Mr. Md. Ashrafuzzaman (3109), Assistant Manager	Finance & Accounts Dept., Konabari Full Service Center, Tangail Zone-01	Internal Audit Dept., Rangpur Full Fledged Service Center,
04	Mr. Maynul Islam (1135), Senior Officer	Establishment Dept., Head Office, Dhaka	Cash Section, Jhalokathi Org. Office(0095), Barishal Zone

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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

• Copy forwarded to: Above 04 (Four) employees.

C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The AMD & Chief Financial Officer.
4. The SVP & Incharge, U/W & Re Insurance Dept.
5. The SVP & Incharge, Internal Audit Dept. with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
6. The VP & Incharge, Establishment Dept.
7. The Operation Incharge, Chattogram Zone-10.
8. The Operation Incharge, Chandpur Zone.
9. The Operation Incharge, Tangail Zone.
10. Office Order file. 8. Personal file
1. The AMD (DEV.) & Incharge, Dhaka Corp. Zone-07 & Rangpur Corp. Zone.
2. The EVP (PRT) & Incharge, Chattogram Zone-10.
3. The EVP (PRT) & Tangail Zone.
4. The EVP (PRT) & Incharge, Chandpur Zone.
5. The EVP (PRT) & Incharge, Rangpur Zone.
6. The EVP (PRT) & Incharge, Barishal Zone.
7. The Incharge, respective Offices

আর্থিক নিরাপত্তার সেতুবন্ধন