



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیڈ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

May 07, 2026

Office Order No.:61-2026

For the greater interest of the Company, the following employees are hereby assigned to carry out the additional responsibilities sitting at same premises in addition to their existing duties until further order:

SI	Name, Desig. & ID No	Present Dept./Office	Additional Responsibilities
01	Ms. Jahida Sultana Rita (1595), SEO	Claims Dept., City Service Centre, Dhaka	PR entry, OR Issue and SB Related works
02	Ms. Feroza Naznin (2463), Officer	Claims Dept., City Service Centre, Dhaka	SB Related works
03	Ms. Subrina Sultana Tani (2601), Junior Officer	Claims Dept., City Service Centre, Dhaka	PR entry and OR Issue Related works

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

- Ms. Jahida Sultana Rita (1595), SEO
- Ms. Feroza Naznin (2463), Officer
- Ms. Subrina Sultana Tani (2601), Junior Officer

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 ৮৮০১৪১০৫০১৫১ ই-মেইলঃ nilil@primeislamylife.com web : www.primeislamylife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
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C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The EVP & Incharge, Policy Servicing & Claims Dept.
4. The DVP & Operation Incharge, City Service Centre.
5. Master file.
6. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন