



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

May 20, 2026

Office Order No.:71-2026

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	Mr. Matiar Rahman Mallik (0152), Assistant Manager & Operation Incharge	Policy Sevcing Dept., Konabari Full Fledged Service Center, Tangail Zone-01	As Operation Incharge already assigned to approved SB and Maturity and OR file.
02	Mr. Md. Kamrul Islam (0132), Assistant Manager	Accounts Dept., Konabari Full Fledged Service Center, Tangail Zone-01	Audit Maturity file.
03	Mr. Muhammad Shahjahan Patwary (0328), Assistant Manager	Underwriting Dept., Konabari Full Fledged Service Center, Tangail Zone-01	Audit SB and prepare maturity claims file.
04	Mr. Md. Abdus Salam Miah (1223), Executive Officer	IT Dept., Konabari Full Fledged Service Center, Tangail Zone-01	Prepare SB related file.


Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 04 (Four) 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

ই-মেইলঃ mail@primeislamilife.com web : www.primeislamilife.com



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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

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C.C. to: for kind information:

1. The Chief Executive officer.
 2. The Additional Managing Director.
 3. The AMD & Head of IT.
 4. The EVP & Incharge, Policy Servicing & Claims Dept.
 5. Office Order file.
 6. Personal file
1. The EVP (PRT) & Incharge, Tangail Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন