



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

August 20, 2026

Office Order No.:120-2026

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. Moaggem Hossain Khan (0522), SEO	Accounts Dept., Sandeep Full Fledged Service Center, Chattogram Zone-10	Accounts Dept., (Operation Incharge) Gazipur Full Fledged SC
02	Mr. Md. Sukur Ali (3444), SEO	Accounts Dept., (Operation Incharge) Gazipur Full Fledged SC	Cash Section, Bhabanipur, Memberbari FPR Center(0707), Tangail Zone-01
03	Mr. Md. Sagir Hossain (0903), Executive Officer	Cash Section, Fardabad Org.,Office(0427), B. Baria Zone-01	Accounts Dept., Sandeep Full Fledged Service Center, Chattogram Zone-10
04	Mr. Md. Nazibul Bashar (3385), Senior Officer	Cash Section, Bhabanipur, Memberbari FPR Center(0707), Tangail Zone-01	Cash Section, Fardabad Org.,Office(0427), B. Baria Zone-01

Mr. Md. Moaggem Hossain Khan 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. Md. Sukur Ali shall handover the overall charges to Mr. Md. Moaggem Hossain Khan (0522) in presence of Internal Auditor.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned offices and submit a report to authority by 01-09-2026.

Mr. Md. Sagir Hossain shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), SEO, Accounts Dept., B. Baria Full Fledge Service Center, B. Baria Zone-1.

Mr. Md. Nazibul Bashar shall handover the overall charges to Mr. Md. Kamrul Islam (0132), Assistant Manager, Accounts Dept., Konabari Full Service Center, Tangail Zone

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 25-08-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Gazipur Full Fledged SC Mr. Md. Moaggem Hossain Khan is hereby assigned to carry out Cash related works sitting at same premises in addition to his existing duties until further order.

After Joining at Sandeep Full Fledged Service Center, Chattogram Zone-10, Mr. Md. Sagir Hossain is hereby advised to deal with Audit Maturity and Dalil related works and also assigned to Approve SB and OR file sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Sukur Ali Officer vide Office Order No.:50-2026, dated 21-04-2026 at Audit Maturity and Dalil related works and Office Order No.:109-2026, dated 26-07-2026 at SB and OR related works is hereby cancelled.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়: গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন: ৮৮-০২-৮১০৭০১৭৯, ই-মেইল: pilil@primeislamilife.com, web : www.primeislamilife.com



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برائىم اسلامى لائىف انشورنس لميٲيٲد

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The additional responsibility of Mr. Md. Harunoor Rashid vide Office Order No.:116-2026, dated 12-08-2023 at Cash related works may be cancelled.

Cash allowance of Mr. Md. Sagir Hossain @Tk.750/- may be withdrawn.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন

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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 & Chief Financial Officer.
4. Mr. Md. Abdul Latif (1756), SEO & Operation Incharge, Sandwip Full Fledged SC, Chattogram Zone-10.
5. Mr. Md. Mozibur Rahman (0533), SEO, Accounts Dept., B. Baria Full Fledge Sevice Center, B. Baria Zone-1.
6. Mr. Md. Kamrul Islam (0132), Assistant Manager, Accounts Dept., Konabari Full SC, Tangial Zone
7. Office Order file.
8. Personal file
1. The AMD (DEV.) & Incharge, Dhaka Zone-16, Gazipur Zone, Rajshahi & Mymensingh Division.
2. The EVP (PRT) & Incharge, Chattogram Zone-10
3. The EVP (PRT) & Incharge, Tangail Zone
4. The EVP (PRT) & Incharge, B. Baria Zone
5. The Incharge, Respective Offices

আর্থিক নিরাপত্তার সেতুবন্ধন

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