



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

August 24, 2026

Office Order No.:121-2026

For the greater interest of the Company, the Office Order No: 120-2026, dated August 20, 2026 is hereby partially revised and following transfer may be made:

SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to
01	Mr. Md. Mizanur Rhaman (3456), AVP	Accounts Dept., Link Road Full Fledged Service Center, Dhaka Zone-16	Accounts Dept., (Operation Incharge) Bagmara Full Service Center, Bagmara Zone (Cumilla)
02	Mr. Md. Shahjaman Shiraji (0937), Manager	Accounts Dept., (Operation Incharge) Bagmara Full Service Center, Bagmara Zone (Cumilla)	Accounts Dept., (Operation Incharge) Gazipur Full Fledged SC
03	Mr. Md. Moaggem Hossain Khan (0522), SEO	Accounts Dept., Sandeep Full Fledged Service Center, Chattogram Zone-10	Accounts Dept., Link Road Full Fledged Service Center, Dhaka Zone-16

Mr. Md. Mizanur Rhaman shall handover the overall charges to Mr. Jakaria Khan (3454), Manager and Operation Incharge, Link Road Full Fledged Service Center, Dhaka Zone-16 in presence of Internal Auditor.

Mr. Md. Shahjaman Shiraji shall handover the overall charges to Mr. Md. Mizanur Rhaman (3456), AVP, in presence of Internal Auditor.

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.

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 06-09-2026.

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 01-09-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.

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

The transfer of other employees vide Office Order No.:120-2026 dated 20-08-2026 shall remain unchanged and their joining are hereby extended up to 01-09-2026 instead of 25-08-2026

Mahimudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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03	Mr. Md. Moaggem Hossain Khan (0522), SEO	Accounts Dept., Sandeep Full Fledged Service Center, Chattogram Zone-10	Accounts Dept., Link Road Full Fledged Service Center, Dhaka Zone-16

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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

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C.C. to: for kind information:

- The Chief Executive officer.
- The Additional Managing Director.
- The AMD & Chief Financial Officer.
- The Operation Incharge, Dhaka Zone-16
- The Operation Incharge, Chattogram Zone-10
- Office Order file.
- Personal file
- The AMD (Dev.) & Incharge, Dhaka Zone-16, Gazipur Zone & Rajshahi & Mymensing Division.
- The EVP (PRT) & Incharge, Tangail Zone
- The EVP (PRT) & Incharge, Dhaka Zone-16
- The EVP (PRT) & Incharge, Bagmara Zone
- The Incharge, Charghat Org., Office.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়: গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩
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