



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لائف انشورنس لميٽيٽيڊ  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

January 10, 2020

## Office Order No.:37-2020

For the greater interest of the Company, the following Executives are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. A.T.M. Waheduzzaman Khan (1034), Joint Vice President	Accounts Dept., Sylhet Full Fledged SC	Accounts Dept., Chattogram Corp. Zone-03 SC (Muradpur)	As Incharge
02	Mr. Md. Ismail Hossen Rubel (1455), Joint Assistant Vice President	Accounts Dept., Head Office, Dhaka	Accounts Dept., Sylhet Full Fledged SC	As Incharge

Mr. Md. Ismail Hossen Rubel shall handover his overall charges to the Senior Vice President, Finance & Accounts Dept., Head Office, Dhaka by February 16, 2020.

Mr. A.T.M. Waheduzzaman Khan shall handover his overall charges to Mr. Md. Ismail Hossen Rubel by February 18, 2020.

Above all handing and taking over of charges be made in presence of Internal Auditor.

Before handing and taking over of overall charges, the EVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 20-02-2020.

Mr. A.T.M. Waheduzzaman Khan is advised to report his joining to the Assistant Managing Director (Dev.) & Incharge, Chattogram Corp. Zone-03 by 19-02-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Ismail Hossen Rubel is advised to report his joining at Sylhet Full Fledged SC by 17-02-2020 with a copy to the Administration Dept., Head Office, Dhaka.

  
10/02/2020  
**Kazi Abul Manjur**

SEVP & Incharge

Administration Department

- Mr. A.T.M. Waheduzzaman Khan (1034), Joint Vice President.
- Mr. Md. Ismail Hossen Rubel (1455), Joint Assistant Vice President.

### C.C. to

1. The Chief Executive Officer for kind information.
  2. The DMD & CFO.
  3. The DMD & CS.
  4. The EVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order
  5. The SVP, Finance & Accounts Dept., Head Office, Dhaka
  6. Office Order file
  7. Personal file
1. The Asst. MD (Dev.) & Incharge, Chattogram & Sylhet Division.
  2. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
  3. The EVP (PRT) & Incharge, Sylhet Zone-01

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪  
ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com



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- Mr. A.T.M. Waheduzzaman Khan (1034), Joint Vice President.
- Mr. Md. Ismail Hossen Rubel (1455), Joint Assistant Vice President.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪  
ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamiflifebd.com