ISO 9001 : 2015

March 10, 2020

All Department Heads (Head Office)
All Corporate Zone / Zone Head (Development)
All Incharge Service Centers
Head of all Organizational Offices
All Officers / Employees

Office Circular No.: 30 - 2020

All concerned are hereby informed that all Offices of Prime Islami Life Insurance Ltd. shall remain closed on Tuesday the 17<sup>th</sup> March 2020, on the occasion of Birthday of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman.

Kazi Abul Manjur SEVP & Incharge

Administration Department

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Kaz Abul Manjur SEVP & Incharge Administration Department

C.C. to: for kind information.

- 1. The Vice Chairman.
- 2. The Chief Executive Officer.
- The Chief Consultant to the Board.
- 4. The Deputy Managing Director and CFO.
- 5. The Deputy Managing Director and Company Secretary.
- 6. The Deputy Managing Director and Incharge Dev. Admin.
- 7. Master file.
- 8. Office Copy.