



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیٹ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

March 22, 2020

Office Order No.:63-2020

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 | Remarks |
|-----|--|--|--|---------|
| 01 | Mr. Md. Mamun Hossain (0348), Senior Officer | Cash Section, Mukto Bima Prokalpo (Abolished), Head Office | Cash Section, Meradia Org. Office, Dhaka Zone-06 | |
| 02 | Ms. Sabina Yesmin (0986), Senior Officer | Dev. Admin Dept., Dhaka Zone-06 | Policy Servicing Dept., Dhaka Zone-06 | |

Mr. Md. Mamun Hossain shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), Joint Assistant Vice President, Accounts Dept., Mukto Bima Prokalpo (Abolished), Head Office, Dhaka 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 30-03-2020.

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 25-03-2020 with a copy to the Administration Dept., Head Office, Dhaka.



Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

- Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।
ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com