



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامي لائيف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 31, 2020

Office Order No.:165-2020

Mr. Osmanul Haque (0723), Executive Officer, Internal Audit Dept., Pekua Full Fledged Service Centre is hereby assigned to prepare/issue Policy schedule (Bima Dalil) and he is also assigned to Process Maturity files sitting at same premises in addition to his existing duties.

Additional responsibilities of Mr. Osmanul Haque shall come into force with immediate effect and remain valid until further order.

The additional responsibility of Mr. Md. Nurannabi (0139), Senior Executive Officer, Internal Audit Dept., Netrokona Full Fledged SC vide Office Order No.:100-2020, dated June 21, 2020 at Pekua Full Fledged Service Centre is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Mr. Md. Nurannabi (0139), Senior Executive Officer
- Mr. Osmanul Haque (0723), Executive Officer

C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD & CS.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Incharge, Administration Dept.
5. The EVP & Incharge (I/A)
6. The JSVP & Incharge, Policy Servicing & Claims Dept.
7. Master file
8. Office Order file
9. Personal file
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Cox's Bazar Zone-03
3. The Incharge, Pekua Full Fledged SC.

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@primelifehd.com nililhd@gmail.com web : www.primeislamilifehd.com



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