

প্রাইম ইসলামী লাইফ ইস্যুরেস লিমিটেড

Prime Islami Life Insurance Limited

ISO 9001 : 2015

December 20, 2020

Office Order No.:258-2020

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

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Md. Mohshin Ali (2112), Junior Officer	Cash Section,	Cash Section,
		Ghatail FPR Centre,	Bandar Org. Office,
		Tangail Zone.	Dhaka Zone-16
02	Mr. Mamun Hossen (1698), Assistant Officer	Cash Section,	Cash Section,
		Bandar Org. Office,	Ghatail FPR Centre,
		Dhaka Zone-16	Tangail Zone.

Mr. Md. Mohshin Ali shall handover the overall charges to Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.

Mr. Mamun Hossen shall handover the overall charges to Mr. Md. Mijanur Rahman Khan (0274), AVP, Accounts Dept., Dhaka Zone-02.

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 24-12-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

Copy forwarded to: Above 02 (Two) employees.

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 SVP & Incharge, Finance & Accounts Dept.
- 6. Master file
- 7. Office Order file

- The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04.
- 2. The EVP (PRT) & Incharge, Dhaka Zone-02.
- 3. The Incharge, Ghatail FPR Centre.
- 4. The Incharge, Bandar Org. Office.

প্রাইম ইসলামী লাইফ ইস্যুরেস লিমিটেড

Prime Islami Life Insurance Limited

ISO 9001 : 2015 CERTIFIED

December 20, 2020

Office Order No.:258-2020

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

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Md. Mohshin Ali (2112), Junior Officer	Cash Section,	Cash Section,
		Ghatail FPR Centre,	Bandar Org. Office,
		Tangail Zone.	Dhaka Zone-16
02	Mr. Mamun Hossen (1698), Assistant Officer	Cash Section,	Cash Section,
		Bandar Org. Office,	Ghatail FPR Centre,
		Dhaka Zone-16	Tangail Zone.

Mr. Md. Mohshin Ali shall handover the overall charges to Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.

Mr. Mamun Hossen shall handover the overall charges to Mr. Md. Mijanur Rahman Khan (0274), AVP, Accounts Dept., Dhaka Zone-02.

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 24-12-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Copy forwarded to: Above 02 (Two) employees.