

Date:

To

The Asst. Managing Director &
Head of HR & Admin
Prime Islami Life Insurance Limited
Head Office, Dhaka.

Sub: **Authorization to receive cheque.**

Dear Sir,

I, resigned/terminated/dismissed/retired on
..... from the service of the Company. I came to know that my final settlement has
been approved by the Authority and cheque is ready for delivery. I am unable to collect my cheque
arriving at Head Office right now. In this circumstances, I do hereby authorized my
..... Mr./Ms..... to
receive my all cheque's on my behalf.

The specimen signature of Mr./Ms..... is attested below:

Yours faithfully,

Signature:.....

Name: Mr./Ms.....

ID:.....

Signature of Authorized person

1)

2)

Attested by

.....

Name:Mr./Ms.....