

Date:

To
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