

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 .....