



Prime Bank

<https://www.primebank.com.bd>

## Citizen's Charter

4<sup>th</sup> December 2023

<b>Citizen's Charter</b>	
<b>Prime Bank Ltd.</b>	
<b>04/12/2023</b>	
<b>1. Vision &amp; Mission</b>	
<b>Vision</b>	To be the best Private Commercial Bank in Bangladesh in terms of efficiency, capital adequacy, asset quality, sound management and profitability having strong liquidity.
<b>Mission</b>	To build Prime Bank into an efficient, market-driven, customer focused institution with good corporate governance structure.
	Continuous improvement of our business policies, procedure and efficiency through integration of technology at all levels.

<b>2.1 - Citizen Service (নাগরিক সেবা)</b>						
SL	Service Name	Method of Providing Service	Required Documents & Place of Receipt	Service Charge and mode of payment	Timeline for Service	Responsible Officer (Name, Designation, Contact Number & Email)
1	2	3	4	5	6	7
1	Account Opening	Physical Presence/Online	<p><b>Required Documents: Individual Account</b></p> <ol style="list-style-type: none"> <li>1. Completed AOF</li> <li>2. Recent Passport Size Photo of Applicant</li> <li>3. NID/ Valid Passport/ Copy of Birth Certification</li> <li>4. Address Proof Documents</li> <li>5. Income Proof Document</li> <li>6. Latest Proof of Return (PSR) copy (If Applicable)</li> <li>7. Nominee's Photo ID and Recent Passport Size Photo (attested by Applicant)</li> </ol> <p>* During Account Opening, Branch may request for any other appropriate document(s).</p>	Initial Deposit as per Schedule of Charges Mode of Payment: Cash Deposit/ Cheque/Pay Order/Online Transfer	0-4 days	Respective Relationship Manager/Dealing Officer

2	New Cheque Book issuance	Physical Presence/Online	<p>Individual Account:</p> <p>a. Required documents:</p> <p>1. Physical Presence: Place Cheque requisition slip at Branch</p> <p>2. Online: Through MyPrime app</p> <p>b. Place of documents receipt: Branch</p>	As per Schedule of Charges Mode of Payment: Account Debit	2-4 days	Respective Relationship Manager/Dealing Officer
3	Card Service	Physical Presence	<p>Debit Card</p> <p>a. Required documents:</p> <p>Passport sized photo and signed application form (Applicant must have account with PBL)</p> <p>b. Place of documents receipt: Branch</p>	As per Schedule of Charges Mode of Payment: Account Debit	<p>Within 4 days for Dhaka City Branches.</p> <p>Within 5 days for out of Dhaka Branches, Metro Location</p> <p>Within 6 days for out of Dhaka Branches, Rural Location</p>	Respective Relationship Manager/Dealing Officer
			<p>Credit Card</p> <p>a. Required documents:</p> <ul style="list-style-type: none"> <li>* Card Application Form duly Filled up NID (Applicant , Lab Printed Photo (Applicant duly attested)</li> <li>* Lab Printed Photo (Nominee attested by applicant)</li> <li>* CIB Enquiry and Undertaking Forms of applicant</li> <li>* Income Proof Document/s as per policy</li> <li>* Bank Statement as per policy</li> <li>* Proof of Submission of Tax Return</li> </ul> <p>*PBL reserves the right to ask for additional document(s) to ensure due diligence</p> <p>b. Place of documents receipt: Branch</p>	As per Schedule of Charges Mode of Payment: Credit Card bill payment	Within 7 days	Respective Relationship Manager/Dealing Officer

4	Locker Service	Physical Presence	<p>a. Required documents:  * 3 copies of PP photo of applicant and 2 copies of nominee.  * NID/Passport of both Applicant &amp; Nominee  * Duly filled up and signed locker application form.  *Applicant must be an account holder of PBL  b. Place of documents receipt: Branch</p>	<p>As per Schedule of Charges  Mode of Payment:  Account Debit</p>	Same day based on availability	Respective Relationship Manager/Dealing Officer
5	Pay order issuance	Physical Presence	<p>a. Required documents:  * Duly filled up and signed Pay Order Application Form  * Account Payee Cheque (favoring "Yourselves Account Pay Order") in absence of physical presence of accountholder  b. Place of documents receipt: Branch</p>	<p>As per Schedule of Charges  Mode of Payment:  Account Debit</p>	Instant	Respective Relationship Manager/Dealing Officer
6	Passport Endorsement (Card)	Physical Presence	<p>a. Required documents:  Original Passport/s and PBL Card  b. Place of documents receipt: Branch</p>	N/A	Same day	Respective Relationship Manager/Dealing Officer
7	Passport Endorsement (Cash)	Physical Presence	<p>a. Required documents:  * Original Passport/s with Travel VISA  * TM Form  * Ticket &amp; other related documents (if applicable)  * Duly Filled up FCY Issuance Form  b. Place of documents receipt: AD Branch</p>	<p>As per Schedule of Charges  Mode of Payment:  Account Debit</p>	Instant	Respective Relationship Manager/Dealing Officer
8	Prize Bond Purchase/Sale	Physical Presence	<p>a. Required documents:  * Prize Bond (for Sale)  * Local Cash Currency (For Purchase)  * Photo ID will be required for Large Volume Transactions  b. Place of documents receipt: Branch</p>	N/A	Instant	Respective Relationship Manager/Dealing Officer
9	PIN Generation (Debit Card/ Credit Card)	Through IVR	<p>a. Required documents: N/A (Customer will be duly verified by Contact Center agent).  b. Place of documents receipt: Contact Center</p>	<p>As per Schedule of Charges  Mode of Payment:  Account Debit (Debit Card) Bill Generation (Credit Card)</p>	Instant	Respective Relationship Manager/Dealing Officer

10	Cash Withdrawal	Physical Presence/ATM	a. Required documents: Cheque Leaf/Card b. Place of documents receipt: Branch/ATM	As per Schedule of Charges (Inter City * Account Debit) No Charge (Intra City)	Instant	Respective Relationship Manager/Dealing Officer
11	Cash Deposit	Physical Presence	a. Required documents: * Filled up Deposit Slip * Photo ID ( if bearer and applicable) b. Place of documents receipt: Branch	As per Schedule of Charges (Inter City * Account Debit) No Charge (Intra City)	Instant	Respective Relationship Manager/Dealing Officer
12	In-house cheque transfer	Physical Presence	a. Required documents: * properly signed cheque b. Place of documents receipt: Branch	N/A	Instant	Respective Relationship Manager/Dealing Officer
13	Cheque Clearing	Physical Presence	a. Required documents: Cheque Leaf In Order with material information and signature Positive Pay Confirmation (If applicable) b. Place of documents receipt: Branch	As per Schedule of Charges Mode of Payment: Account Debit	As per Bangladesh Bank Guideline	Respective Relationship Manager/Dealing Officer
14	Inward Clearing transactions	Software/Application	a. Related information from originating Bank through Bangladesh Bank.	N/A	As per Bangladesh Bank Guideline	Clearing Team, Head Office Mobile phone # 01755524639 and 01708130818. Phone # +8802-41040480 E-mail: bach@primebank.com.bd
15	Sanchaypatra /Bond Purchase & Encashment	Branch	a. Required documents: As per Instruction of the Snachayaptra/ Bond Issuing Authority b. Place of documents receipt: Branch	N/A	For SanchayPatra: 0-1 day For FCY Bond : 1-2 days	Rowshan Akter, First Assistant Vice President, Mob- <b>01915230955</b> , E-mail- sanchayapatra_cmo@primebank.com.bd

16	Interbank Fund Transfer (BEFTN/RTGS /NPSB)	Branch/Online	a. Required documents: Customer Request with required information (Written/Online where applicable) b. Place of documents receipt: Branch	As per Schedule of Charges Mode of Payment: Account Debit	As per Bangladesh Bank Guideline	Respective Relationship Manager/Dealing Officer
17	Inward BEFTN & RTGS transactions	Software/Application	a. Related information from originating Bank through Bangladesh Bank.	N/A	As per Bangladesh Bank Guideline	Clearing Team, Head Office Mobile phone # 01755524639 and 01708130818. Phone # +8802-41040480 E-mail: bach@primebank.com.bd
18	Personal Loan (Unsecured)	Branch	1. Completed Loan Application Form (LAF) 2. Recent Passport Size Photo of Applicant 3. NID copy 4. CIB Form 5. Tin certificate and Latest Proof of Return (PSR) copy 6. Other Required Documents  Link of required documents: <a href="https://www.primebank.com.bd/conventional/borrow/personal-loan">https://www.primebank.com.bd/conventional/borrow/personal-loan</a>	As per Schedule of Charges Mode of Payment: Account Debit	0-3 days (Decision will be provided)*Disbursement will be effected upon fulfillment of conditions by the borrower	Respective Relationship Manager/Dealing Officer
19	Wage Remittance	Cash Management Operations (CMO)	N/A	N/A	Same day	Muhammad Safikul Islam Mriddha, Assistant Vice President, Mob- <b>01700711540</b> , E-mail- all_nrbbd@primebank.com.bd
20	Wage Remittance-Cash Over Counter (COC) Payments	Branch	a. Required Documents: NID/Passport Copy, PIN number b. Place of Documents Receipt: Branch	N/A	Same day	Concern Branch Remittance Desk

21	Utility Bill Payment	Branch/Online	a. Required documents: Utility Bill Copy (if paid through branch) b. Place of documents receipt: Branch/Online	N/A	Instant	Respective Relationship Manager/Dealing Officer
22	Student File	Branch and CMO	a) Bank account of the financier/student b) Required Document Offer Letter/1-20 for USA, Invoice of Annual Fee and Living Expense, Refund Policy, Educational Certificates, Passport	As per Schedule of Charges Mode of Payment: Account Debit and SWIFT	1-3 days	Respective Relationship Manager/Dealing Officer

**Note:**

1. All the mentioned days mean Working Days only.
2. In all cases, the Time Limit will be applicable only for the customer requests after receiving complete set of relevant supporting documents following rules & regulations and bank's policies.
3. The above time limit is only an indication of approximate time required for rendering the services. However, actual service may take longer/ shorter time depending on circumstances.

2.2 - Institutional Service (প্রতিষ্ঠানিক সেবা)						
SL	Service Name	Method of Providing Service	Required Documents & Place of Receipt	Service Charge and mode of payment	Timeline for Service	Responsible Officer (Name, Designation, Contact Number & Email)
1	2	3	4	5	6	7
1	Account Services	At Branch	against submission of account opening Form	Service Charge: As per schedule of charges Mode of Payment: From Account	Maximum 5 Working Days, given all the documents are in order	Respective Relationship Manager
2	Lending	Letter	Loan Proposal to respective RM	Service Charge: As per schedule of charges Mode of Payment: From Account	Depends on deal complexity and consideration of management	Respective Relationship Manager

3	Fund Transfer/ BEFTN/ RTGS/ Pay Order/ VAT and Tax payment / salary transfer	PrimePay/ Letter/ Email	Primepay and letter or email at Cash Management Operation (CMO)	Service Charge: As per schedule of charges Mode of Payment: From Account	same day depending during banking hour	Respective Relationship Manager
4	Debt Capital Market (DCM)	Letter/ email	Respective relationship manager or DCM RM	Service Charge: As per schedule of charges Mode of Payment: From Account	Depends on deal/transaction complexity	Respective Relationship Manager
5	Cash Management Solution	Setup form, Service Agreement	Respective relationship manager or TB RM	Service Charge: As per schedule of charges Mode of Payment: From Account	Maximum 3 Working Days for basic solutions. It may take a longer time for any customized and complex implementation.	Respective Relationship Manager
6	Digital Banking - PrimePay	Setup form	Respective relationship manager or TB RM	Service Charge: As per schedule of charges Mode of Payment: From Account	Maximum 3 Working Days	Respective Relationship Manager
7	Automated Challan System (ACS)	Letter/ email	letter or email at Cash Management Operation (CMO)	Service Charge: As per schedule of charges Mode of Payment: From Account	Same day, depending during banking hour if all document are in order	Respective Relationship Manager

8	Trade Services (Import, Export)	Letter/Email/SWIFT	<p>a. Required documents:</p> <ol style="list-style-type: none"> <li>1. Client's Application for service with required information.</li> <li>2. Signed, filled up regulatory forms/ agreement for import/ export.</li> <li>3. Regulatory approval form import/ export if required</li> <li>4. Approved sanction advice for service/ credit facility (if required)</li> </ol> <p>b. Place of documents receipt: Respective Branch/ TSD Hub/ RM</p>	<p>Service Charge: As per schedule of charges</p> <p>Mode of Payment: From Account</p>	Standard Time	Respective Relationship Manager/ TSD Hub
9	Guarantee Service	Letter/Email/SWIFT	<p>a. Required documents:</p> <ol style="list-style-type: none"> <li>1. Client's Application for service with required information.</li> <li>2. Bank Guarantee related documents/ format</li> <li>3. Approved sanction advice for service/ credit facility (if required)</li> </ol> <p>b. Place of documents receipt: Respective Branch/ TSD Hub/ RM</p>	<p>Service Charge: As per schedule of charges</p> <p>Mode of Payment: From Account</p>	Standard Time	Respective Relationship Manager/ TSD Hub
10	Wage Remittance	Cash Management Operations (CMO)	N/A	N/A	Same day	Muhammad Safikul Islam Mriddha, Assistant Vice President, Mob- <b>01700711540</b> , E-mail- all_nrbbd@primebank.com.bd
11	Inward Commercial Remittance	Cash Management Operations (CMO)	<p>a. Required documents:</p> <p>As per GFET-2018 Related prof of document i.e. Invoice, Agreement, Form C declaration, permission from BB/BIDA/NGO Buero etc. (varies case to case)</p> <p>b. Place of documents receipt: Branch/RM/CMO</p>	<p>Bank Charge BDT. 100.00+ Vat BDT. 15.00</p> <p>Tax and Vat will depend on nature of ITT (As per NBR Circular).</p>	0-1 day	Md. Habib Ullah Manik Mozumder, First Assistant Vice President, Mob- <b>01670260325</b> , E-mail- remittance_cmo@primebank.com.bd

12	Outward Commercial Remittance	Cash Management Operations (CMO)	<p>a. Required documents: As per GFET-2018 Related proof of document i.e. Invoice, Agreement, Form C declaration, permission from BB/BIDA/NGO Buero etc. (varies case to case)</p> <p>b. Place of documents receipt: Branch/RM/CMO</p>	<p>Bank Charge: SWIFT- BDT. 500.00 Stationery- BDT. 500.00 Correspondent Bank Charge will be applied as per their charge schedule. TT Commission Maximum BDT. 500.00 (As per BB circular) Tax and Vat will depend on nature of OTT (As per NBR Circular).</p>	0-1day	Abu Hena Mostafa Kamal, First Assistant Vice President, Mob- <b>01711949705</b> , E-mail-remittance_cmo@primebank.com.bd
13	Tuition Fee for Corporate Client	Cash Management Operations (CMO)	<p>a. Required Documents: Duly filled-up signed Form/ or as per Instruction</p> <p>b. Place of Receipt: Nearest Branch/RM/CMO</p>	N/A	Same day	Md. Abul Basher, First Assistant Vice President, Mob- <b>01708149575</b> , E-mail-cmo@primebank.com.bd
14	PrimePay for Corporate Client	Cash Management Operations (CMO)	<p>a. Required Documents: User Creation Form (UCF), Board Resolution (If required)</p> <p>b. Place of Receipt: Nearest Branch/RM/CMO</p>	N/A	1-2 Day	Shekh Mohammad Ehteshamul Huq, Executive Officer, Mob- <b>01708149580</b> , E-mail-cmo@primebank.com.bd

**Note:**

1. All the mentioned days mean Working Days only.
2. In all cases, the Time Limit will be applicable only for the customer requests after receiving complete set of relevant supporting documents following rules & regulations and bank's policies.
3. The above time limit is only an indication of approximate time required for rendering the services. However, actual service may take longer/ shorter time depending on circumstances.

**2.3 - Internal Services (অভ্যন্তরীণ সেবা)**

SL	Service Name	Method of Providing Service	Required Documents & Place of Receipt	Service Charge and mode of payment	Timeline for Service	Responsible Officer (Name, Designation, Contact Number & Email)
1	2	3	4	5	6	7
1	Medical/ Health Insurance Claim	Digital & Physical	Money receipt, hospital discharge certificate	Payment through Account	07 Working Days	Responsible Officer/Unit, HRD
2	Maternity Claim Reimbursement	Digital & Physical	Money receipt, hospital discharge certificate	Payment through Account	07 Working Days	Responsible Officer/Unit, HRD
3	Privilege Leave	Digital		N/A	01 Working Day	Responsible Officer/Unit, HRD
4	Sick Leave	Digital	Medical certificate (if required)	N/A	01 Working Day	Responsible Officer/Unit, HRD
5	Maternity Leave	Digital		N/A	01 Working Day	Responsible Officer/Unit, HRD
6	Employee ID Card	Digital & Physical		N/A	05 Working Days	Responsible Officer/Unit, HRD
7	NOC/Experience Certificate	Digital & Physical		N/A	02 Working Days	Responsible Officer/Unit, HRD
8	Home Furnishing Allowance	Digital		Payment through Account	10 Working Days	Responsible Officer/Unit, HRD
9	Staff Home Loan	Digital & Physical	Application with all relevant documents	Payment through Account	10 Working Days	Responsible Officer/Unit, HRD
10	Employee Exit	Digital & Physical		Payment through Account	30 Days (Within notice period)	Responsible Officer/Unit, HRD
11	TA/DA Bill Reimbursement	Physical	Required Documents: Forwarding letter, supporting bills (e.g. Food bill, Hotel bill, Transport bill, etc. as per requirements of the bill)	Service charge: N/A Mode of payment: Salary Account	03 Working Days	Responsible Officer/Unit, FAD

<b>SL</b>	<b>3. Customer's Obligation to the Bank</b>
1	Customers shall follow the banking norms, practices, functional rules etc.
2	Customers shall abide by the terms and conditions prescribed for each banking product and services.
3	Customers shall maintain disciplinary arrangement at the customer service points.
4	Customers shall convey their grievance to the bank in proper way.
5	Customers shall inform the bank for any changes in their address, contact numbers, KYC, TP or any material information.
6	Customers generally shall ask any query at prescribed desk such as Customer Service, Branch Operation Manager, Branch Manager, Contact Center.
7	Customer shall follow banking instructions/information/awareness shared through SMS/Email from time to time.
8	Customer should refrain from making undue/unfair service request.
9	Customer should avoid misunderstanding as far as possible by querying for clarification regarding any product and service.

**4. Step to be taken by the service aspirants if they do not receive the promised service**

SL	When to Contact	Whom to contact with	Contact Details	Solution Timeline
1	If responsible person failed to give solutions	Complaint will be handled by	Concerned Branch Manager/ Branch Operations Manager Phone: Branch wise contact details are Published at: <a href="https://www.primebank.com.bd">https://www.primebank.com.bd</a>	0-5 Working Days
2	If the Grievance Redressal Officer fails to resolve within the specified time	Appellate Officer	<p><b>1. Anup Kanti Das (Dhaka Region)</b> Regional Head, Branch Distribution Network Email: <a href="mailto:anup@primebank.com.bd">anup@primebank.com.bd</a> Phone: 01713493925.</p> <p><b>2. Riton Barua (CTG 1)</b> Regional Head, Branch Distribution Network Email: <a href="mailto:ritonramu@primebank.com.bd">ritonramu@primebank.com.bd</a> Phone: 01819307708</p> <p><b>3. Md. Masud Alam (CTG 2)</b> Regional Head, Branch Distribution Network Email: <a href="mailto:ma011525@primebank.com.bd">ma011525@primebank.com.bd</a> Phone: 01715024261</p> <p><b>4. Md. Humayun Kabir (Sylhet)</b> Regional Head, Branch Distribution Network Email: <a href="mailto:humayun@primebank.com.bd">humayun@primebank.com.bd</a> Phone: 01714403130</p> <p><b>5. Tarikul Hasan (Khulna)</b> Regional Head, Branch Distribution Network Email: <a href="mailto:tarikul.hasan@primebank.com.bd">tarikul.hasan@primebank.com.bd</a> Phone: 01713493991</p> <p><b>6. Md. Abdul Halim (Rajshahi)</b> Regional Head, Branch Distribution Network Email: <a href="mailto:abdul.halim@primebank.com.bd">abdul.halim@primebank.com.bd</a> Phone: 01771826000</p>	0-5 Working Days
3	If the Appellate Officer fails to provide solution within the stipulated time	Bank Complaint Management Cell	Hotline 1: 01709 648 733 Hotline 2: 01709 648 744 Hotline 3: 01709 648 755  e-mail: <a href="mailto:servicequality@primebank.com.bd">servicequality@primebank.com.bd</a>	0-5 Working Days

**Citizen's Charter Implementation Committee:**

Name	Designation	Email
Md. Omar Faruk	SAVP, Branch Distribution Network	<a href="mailto:faruk@primebank.com.bd">faruk@primebank.com.bd</a>
A. S. M Zahidul Islam	SAVP, Human Resources Division	<a href="mailto:asm.zahidul@primebank.com.bd">asm.zahidul@primebank.com.bd</a>
Syed Rayhan Tarique	SAVP & Head, Brand and Communications	<a href="mailto:syed.tarique@primebank.com.bd">syed.tarique@primebank.com.bd</a>
Tanveer Rashid	SAVP & Head, Contact Center	<a href="mailto:tr043001@primebank.com.bd">tr043001@primebank.com.bd</a>

**Citizen's Charter Monitoring Committee:**

Name	Designation	Email
Anup Kanti Das	SVP, Branch Distribution Network	<a href="mailto:anup@primebank.com.bd">anup@primebank.com.bd</a>
Kazi Reshad Mahboob	SVP & Head, Client Experience & Process Governance	<a href="mailto:reshad.mahboob@primebank.com.bd">reshad.mahboob@primebank.com.bd</a>
Mohammad Sazzad Hossain	SAVP, ICCD	<a href="mailto:mh120101@primebank.com.bd">mh120101@primebank.com.bd</a>

**Citizen's Charter Focal Point:**

Name	Designation	Email	Contact Number
Kazi Reshad Mahboob	SVP & Head, Client Experience & Process Governance	<a href="mailto:reshad.mahboob@primebank.com.bd">reshad.mahboob@primebank.com.bd</a>	01967809811

**Citizen's Charter Alternative Focal Point:**

Name	Designation	Email	Contact Number
Tanveer Rashid	SAVP & Head, Contact Center	<a href="mailto:tr043001@primebank.com.bd">tr043001@primebank.com.bd</a>	01817503555

## Citizen's Charter Report



Subject: Progress report on 'Citizen's Charter Implementation Plan' for 4<sup>th</sup> Quarter (October - December, 2023) and evidence submission Annual action plan for implementation of Citizen's Charter of the Bank for year 2023.

Activities	Performance Indicator	Annual Target (2023)	Implementation progress Year 2023				Annual Achievement 2023 - 24	Implementation Division	Evidence Submitted	Remarks
			1st Quarter, 2023 (January-March, 2023)	2nd Quarter, 2023 (April-June, 2023)	3rd Quarter, 2023 (July-September, 2023)	4th Quarter, 2023 (October-December, 2023)				
1	2	3	4	5	6	7	8 (7+6+5+4) =	9	10	11
Quarterly Update of Citizen's charter	Updated for 3rd Quarter, 2023 (July - September, 2023)				Done	Done		PBL	Website upload	
Arranging Training on Citizen's Charter	1. Online Training on Citizen's Charter 2. Online training on relevant topics.		Covered 135 officials by 04 training programs on Ethics & Integrity /Living our Values & Ethics.	Covered 108 Px by 01 training program on Citizen's Charter. Covered 60 officials by 01 training program on Ethics & Integrity /Living our Values & Ethics.	Covered 466 officials through 11 learning sessions on Product Knowledge (Islamic Banking) and 104 officials from 1 session on Agriculture Finance.	. Online Training on Citizen's Charter was done.		Human Resources	Scanned Copy of office orders (enclosed)	
Organizing briefing sessions with stakeholders on banking services	Session organized with stakeholders by higher management			Done		Done				Stakeholders were notified through email about this quarter's development of Citizens' Charter
Implementation of Decision of the Monitoring Cell of Citizen's Charter	Report Preparation and website upload executed	1. Finalizing the report.2. Upload the final report in the website.			Done	Done		PBL	Website Upload	

**Kazi Reshad Mahboob**  
 SVF & Head of Service Quality  
 Prime Bank

**M. M. Faisal Islam**  
 Focal Point  
 Service Quality Dept:  
 Client Experience & Process Governance  
 Prime Bank

Focal Point - Citizen's Charter, Prime Bank Limited

## **Evidence 1: Online Learning Program on Citizens' Charter**

**Subject:** OFFICE ORDER: Invitation to join the Online Learning Program on "Citizen's Charter" via Zoom  
**Attachments:** Participant list on Citizen's Charter on November 22, 2023 via Zoom.pdf

Dear Colleagues,

Greetings from HR Learning & Development!

It is our pleasure to inform that you have been nominated to join the online learning program titled "Citizen's Charter" to be held on **November 22, 2023** via Zoom App. The program will be facilitated by the external resource person, Mr. ATM Kamrul Kabir Bhuiyan, AD & Focal point, Human Resources-01, (Organization Development Wing), Bangladesh Bank.

Please find the detailed specification of the program as hereunder:

### **PROGRAM DETAILS**

Program Name : Citizen's Charter  
Date : November 22, 2023 (Wednesday)  
Time : 4:00 PM - 06:00 PM  
Reporting : 3:45 PM  
Mode/Platform : Zoom Meeting App  
Meeting Link : <https://zoom.us/j/8368171510?pwd=WjNneTF3ZloxUjBwL0M2bEVtTVVfZz09>  
Meeting ID : 836 817 1510  
Password : t8jApX  
Training Coordinator : Shahnaz Akhter, HR Learning & Development, Cell: 01711 506960

**All the participants are requested to follow the below instructions during the online session;**

1. Report on time. If possible, sit in a noise-free room and use headphones.
2. **Video Option** in the zoom apps should be on during the whole session and the audio must be mute to avoid noise. **Unmute audio** - if there is any question in the Q/A session.
3. Do not leave your device unattended during the session. Have paper and a pen to take notes.
4. Required to **rename zoom profile name** as follows: **Participant Name, Employee ID** for our record-keeping purpose.

***The attendance of this training program is mandatory.*** Please find the nominated participant list in the attachment for your reference.

Happy Learning!

Warm regards,

**Shahnaz Akhter**  
First Assistant Vice President & Head  
HR Learning & Development | Prime Bank Limited  
'Simpletree Anarkali', Level 8, 89, Gulshan Avenue, Dhaka- 1212.  
Tel: +880 (2) 55068721 (Ext: 814) | Cell: +880 1711506960  
[shahnaz.akhter@primebank.com.bd](mailto:shahnaz.akhter@primebank.com.bd) | [www.primebank.com.bd](http://www.primebank.com.bd)

**Evidence 2: Online Learning Program on Agriculture & Rural Credit Policy and Program of Bangladesh Bank as well as Agriculture Financing**

**Subject:** FW: OFFICE ORDER: Invitation to join the Online Learning Program on "Agriculture & Rural Credit Policy and Program of Bangladesh Bank as well as Agriculture Financing" via Zoom  
**Attachments:** Participant list on Agriculture Financing on September 26, 2023.pdf

Warm regards,

Rajib Kanti Paul  
Senior Officer, Learning & Development  
Human Resources Division I Prime Bank PLC  
'Simpletree Anarkali', Level 8, 89, Gulshan Avenue, Dhaka- 1212  
Tel: +880 (2) 55068721 X 817 I  
Cell: +880 1790 121 062  
[rajib.paul@primebank.com.bd](mailto:rajib.paul@primebank.com.bd) | [www.primebank.com.bd](http://www.primebank.com.bd)

**From:** Rajib Kanti Paul, HR-TDC  
**Sent:** Tuesday, September 26, 2023 11:27 AM  
**To:** Jahedul Islam <jahedul.islam@primebank.com.bd>; Md. Rafikul Islam <i.rafikul@primebank.com.bd>  
**Cc:** Asad Bin Rashid <ar040301@primebank.com.bd>; Shahnaz Akhter, HR-TDC <shahnaz.akhter@primebank.com.bd>; Kazi Foorkan Uddin <ku031401@primebank.com.bd>; Mohammad Majharul Islam <majharul.islam@primebank.com.bd>  
**Subject:** OFFICE ORDER: Invitation to join the Online Learning Program on "Agriculture & Rural Credit Policy and Program of Bangladesh Bank as well as Agriculture Financing" via Zoom

Dear Colleagues,

Greetings from HR Learning & Development!

It is our pleasure to inform that you have been nominated to join the online learning program titled "Agriculture & Rural Credit Policy and Program of Bangladesh Bank as well as Agriculture Financing" to be held on **Tuesday, September 26, 2023 from 04:00 PM – 06:00 PM** via Zoom. The online session will be facilitated by an Internal Resource Person.

Please find the detailed specification of the program as hereunder:

**PROGRAM DETAILS**

Program Name : Agriculture & Rural Credit Policy and Program of Bangladesh Bank as well as Agriculture Financing  
Date : September 26, 2023 (Tuesday)  
Time : 04:00 PM - 06:00 PM  
Reporting : 03:45 PM  
Mode/Platform : Zoom Meeting App  
Meeting Link : <https://zoom.us/j/8368171510?pwd=WjNneTF3ZlloxUjBwL0M2bEVtTVVFdz09>  
Meeting ID : 836 817 1510  
Password : t8JApX  
Training Coordinator : Rajib Kanti Paul, Cell: +880 1790121062

All the participants are requested to follow the below instructions during the online session;

### **Evidence 3: Learning program titled “Islamic Banking Business” for all officials of Khulna Region**

Subject: OFFICE ORDER: Invitation to join the learning program titled “Islamic Banking Business” for all officials of Khulna Region

Dear Colleagues,

Greetings from HR Learning & Development!

It is our pleasure to inform that you have been nominated to join the learning program titled “Islamic Banking Business” at CSS Ava Center, 82, Rupsha Stand Road, Khulna to be held on **September 02, September 03 and September 04, 2023** respectively. The programs will be facilitated by an internal resource person from Islamic Banking Division (Mr. Abu Zafar Md. Sheikhul Islam, EVP & Head, Islamic Banking Division).

Please find the detailed specification of the program as hereunder:

#### **PROGRAM DETAILS**

Program Name	: Islamic Banking Business Batch - 1, September 02, 2023 (Saturday)
Date	: Batch - 2, September 03, 2023 (Sunday) Batch - 3, September 04, 2023 (Monday)
Time	: 09:30 AM - 05:00 PM
Reporting	: 09:15 AM
Training Venue	: CSS Ava Center, 82, Rupsha Stand Road, Khulna
Attire	: Formal
Training Coordinator	: Tarikul Hasan, Regional Head, Khulna, Cell: 01713 493991 and Rajib Kanti Paul, HR Learning & Development, Cell: 01790 121062

*The attendance of this training program is mandatory. You are requested to join your designated batch.*

Please find the participant list (batch wise) and program schedule in the attachments for your reference.

If you have any queries, please contact with G. M. Maksudulla, BDN, Khulna Region, Cell: 01713 554435.

Happy Learning!

Warm regards,

**Rajib Kanti Paul**  
Senior Officer, Learning & Development  
Human Resources Division | Prime Bank Limited  
'Simpletree Anarkali', Level 8, 89, Gulshan Avenue, Dhaka- 1212  
Tel: +880 (2) 55068721 X 817 |  
Cell: +880 1790 121 062  
[rajib.paul@primebank.com.bd](mailto:rajib.paul@primebank.com.bd) | [www.primebank.com.bd](http://www.primebank.com.bd)

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#### **Evidence 4: Learning program titled “Islamic Banking Business” for all officials of Sylhet Region**

**Subject:** OFFICE ORDER: Invitation to join the learning program titled “Islamic Banking Business” for all officials of Sylhet Region

Dear Colleagues,

Greetings from HR Learning & Development!

It is our pleasure to inform that you have been nominated to join the learning program titled “Islamic Banking Business” at Rose View Hotel, Sylhet to be held on **August 22, August 23, August 24 and August 25, 2023** respectively. The programs will be facilitated by the internal resource persons from Islamic Banking Division (Abu Zafar Md. Sheikhul Islam, EVP & Head and Md. Rafiqul Islam, FAVP, Islamic Banking Division).

Please find the detailed specification of the program as hereunder:

##### **PROGRAM DETAILS**

<b>Program Name</b>	: Islamic Banking Business
	Batch - 1, August 22, 2023 (Tuesday)
<b>Date</b>	: Batch - 2, August 23, 2023 (Wednesday)
	Batch - 3, August 24, 2023 (Thursday)
	Batch - 4, August 25, 2023 (Friday)
<b>Time</b>	: 10:00 AM - 05:30 PM
<b>Reporting</b>	: 09:30 AM
<b>Training Venue</b>	: Rose View Hotel, Sylhet
<b>Attire</b>	: Formal
<b>Training Coordinator</b>	: Md. Humayun Kabir, Regional Head, Sylhet, Cell: 01714 403130 and Rajib Kanti Paul, HR Learning & Development, Cell: 01790 121062

***The attendance of this training program is mandatory. You are requested to join your designated batch.*** Please find the participant list (batch wise) and program schedule in the attachments for your reference.

If you have any queries, please contact with Anindya Aditya, BDN, Sylhet Region, Cell: 01730 086896.

Happy Learning!

Warm regards,

**Rajib Kanti Paul**  
Senior Officer, Learning & Development  
Human Resources Division | Prime Bank Limited  
'Simpletree Anarkali', Level 8, 89, Gulshan Avenue, Dhaka- 1212  
Tel: +880 (2) 55068721 X 817 |  
Cell: +880 1790 121 062  
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