



মেঘনা লাইফ ইন্স্যুরেন্স কোম্পানী লিমিটেড MEGHNA LIFE INSURANCE CO. LTD.

Ref: MLI/HO/CEO/769/2021

Date: 1st April 2021

Office Order

As approved Mr. Md. Saifuddin Ahmed, Executive Director, IT Dept., Meghna Life Insurance Company Limited, Head Office, Dhaka is hereby appointed as the Chief Anti-Money Laundering Compliance Officer (CAMLCO) or Chairman of Central Compliance Unit (CCU) in place of Mr. Zahur Ahmed Choudhury, Executive Director (since resigned). Mr. Md. Saifuddin Ahmed shall discharge the following responsibilities in addition to his existing duties and responsibilities:


- The Chairman of CCU will report direct to the Board/CEO of Meghna Life Insurance Co. Ltd. His responsibility is to coordinate and monitor day to day compliance with applicable money laundering laws, rules and regulations, AML Policy of the company, the practices, procedures and the controls required to be implemented in this regard.
- To provide guidelines in conformity with company's AML policy about life policy, KYC procedures and ongoing policy monitoring for detection of suspicious transactions and a written AML training plan.
- To monitor changes of laws/regulations and directives of Bangladesh Bank that may require revisions to the Policy and making these revisions;
- To respond to compliance questions and make concern the staff, advise CSC, Zone/Branch Office and assist in providing solutions to potential issues involving compliance and money laundering risk;
- To ensure that company's AML Policy is complete and up-to-date; maintain ongoing awareness of new and changing business activities and products and identify potential compliance issues as to be considered by the company.
- To actively develop the compliance knowledge of all concerned staff, especially the compliance personnel. Develop and conduct training courses to raise the level of awareness of compliance for the betterment of the company.
- To develop and maintain ongoing relationship with regulatory authorities, external and internal auditors, CSC, Zone/Branch Office Incharge and Compliance resources to assist in early identification of compliance issues;



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- To assist and review of control procedures in the company in order to ensure legal and regulatory compliance and in the development of adequate and sufficient testing procedures to prevent and detect compliance lapses and
- To manage the Suspicious Activity Reporting Process and review suspicious transactions referred by CSC, Zone/Branch Office compliance officers.

This will come into force with effect from 01 April 2021.


N. C. Rudra
Chief Executive Officer

Mr. Md. Saifuddin Ahmed
Executive Director
Information Technology Department
Meghna Life Insurance Co. Ltd.
Head Office, Dhaka.

C.C. to:

01. Chairman, MLIC, Head Office, Dhaka.
02. Additional Managing Director.
03. Deputy Managing Director (All)
03. Head of all Division/Departments, MLIC, Head Office, Dhaka.
04. Company Secretary
05. Incharge, All CSC and Zone office . 06. Personal File, 07. Master File.