



Crescendo Corporation Berhad
199501030544 (359750-D)

**Administrative Guide for the Twenty-fourth Annual General Meeting ("AGM")
of the Company scheduled to be held at the Lido Room, Level 6, Amari Johor Bahru,
No. 82C, Jalan Trus, 80000 Johor Bahru, Johor Darul Takzim
on Tuesday, 28 July 2020 at 2.00 p.m.**

Dear Shareholders of Crescendo Corporation Berhad

1. Coronavirus Disease 2019 (COVID-19) Pandemic

- (a) The World Health Organisation (WHO) has on 11 March 2020 declared COVID-19 outbreak as a global pandemic.
- (b) The Malaysia Government's Movement Control Order has come into force on 18 March 2020 and also the Recovery Movement Control Order has taken effect from 10 June 2020 until 31 August 2020 pursuant to the Prevention and Control of Infectious Diseases Act 1988 in order to contain the spread of COVID-19.
- (c) In view of the COVID-19 outbreak and the safety of shareholders is the Company's priority, the Company has taken precautions below to ensure the safety of attendees at the AGM.
- (d) We encourage shareholders to appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the Twenty-fourth AGM as voting is by poll. You may submit your proxy form with pre-determined voting instructions for the Chairman to vote on behalf.
- (e) If you would like to raise any questions in relation to the Ordinary Resolutions set out in the Notice of the Twenty-fourth AGM dated 29 June 2020, you may email your questions to ybchua@tacsco.com.my by 21 July 2020 and the Company would attend to your questions soonest possible via email.
- (f) As a precautionary measure to contain the spread of the COVID-19 and to accommodate the venue's limited space, the Company reserves the right to limit the total number of physical attendees in the meeting to a small number of persons. Therefore, the entrance to the meeting venue is based on first-come-first-serve basis.
- (g) Shareholder/Proxy who is feeling unwell or under quarantine order/stay-at-home notice, please refrain from attending the AGM in person.
- (h) Shareholder/Proxy who has been in physical contact with person infected with COVID-19 is advised to refrain from attending the AGM in person.

2. No Door Gift

There will be no door gift provided for the AGM.

3. Registration

Registration will start at 1:00 p.m. on Tuesday, 28 July 2020.

4. Updates on AGM Arrangement

Shareholders are reminded to monitor the Company's website and announcements in Bursa Malaysia's website from time to time for any changes to the AGM arrangement.