



TASCO BERHAD
Registration No. 197401003124 (20218-T)
(Incorporated in Malaysia)

Administrative Guide for the
Forty-Fifth Annual General Meeting ("45th AGM")

Dear Valued Shareholders,

GENERAL MEETING ARRANGEMENTS

Due to the constantly evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 45th AGM at short notice. Kindly check the Company's website or announcements from time to time for the latest updates on the status of any changes to our 45th AGM arrangements.

CORONAVIRUS DISEASE (COVID-19) OUTBREAK

1. In light of the COVID-19 outbreak, shareholders/proxies are required to take all the necessary precautions and preventive measures issued and directed by the Ministry of Health before attending our 45th AGM.
2. In order for the Company to comply with the directives and guidelines issued on public gatherings or events which may be issued from time to time arising from the COVID-19 pandemic, the Company reserves the right to limit the number of attendees to be accommodated at the meeting venue.
3. If you have travelled overseas to China, United States of America, Hong Kong, Japan, South Korea, Italy, Iran, South America and other affected countries (as and when announced by the World Health Organisation and Malaysia's Ministry of Health) within the past 14 days or if you are unwell with sore throat/fever/flu/cough/shortness of breath, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advice.

REGISTRATION AT THE AGM VENUE

1. In view of the COVID-19 outbreak and given that your safety is the Company's priority, the Company has taken the below precautionary measures to prevent the spread of the COVID-19 to ensure the safety of all attendees at the 45th AGM:
 - a) Shareholders are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote on their behalf at the forthcoming AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote on your behalf.
 - b) Any attendee who is tested positive for COVID-19 or is believed to be suffering from pneumonia symptoms (which include fever, cough and breathlessness) will not be allowed to enter the AGM venue and will be advised by our personnel to leave the premises and seek medical attention immediately.
 - c) The Company will be conducting temperature checks on all attendees upon their arrival at the AGM venue. You will not be allowed to enter the meeting venue if you have a body temperature above 37.5°C.
 - d) All attendees will be required to either scan our contact tracing QR code or fill in their personal particulars in our contact tracing record book before entering the meeting venue.

- e) It is mandatory to wear mask upon arrival at and at all times while in our premises, and attendees are encouraged to sanitise their hands and observe good hygiene practice while attending the meeting.
 - f) Attendees are required to adhere to social and physical distancing guidelines and are prohibited from wandering around our premises.
2. To avoid long queues forming at the AGM venue before entering into the meeting room, shareholders/proxies are advised to arrive early for the registration.
 3. Shareholders/proxies are encouraged to keep abreast with the latest news released by the authorities regarding travelling, self-quarantine and other health and safety precautions from time to time.

PRE-REGISTRATION TO ATTEND THE AGM OF THE COMPANY

Due to social distancing requirements, the Company has to manage the number of shareholders/proxies to the AGM. In order to assist the Company in managing the turnout for the meeting and to ensure compliance with the directives or guidelines on public gathering/event issued by the government and other relevant authorities, shareholders/proxies who wish to attend in person must PRE-REGISTER with our Share Registrar by providing the following details via email to info@sshsb.com.my before the meeting:-

- a) Full name;
- b) CDS account number; and
- c) Contact phone number (optional) for better co-ordination.

POLL VOTING

1. In accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 45th AGM will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
2. Upon completion of the voting session at the 45th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

LIGHT REFRESHMENTS PACKS

To ensure social distancing as well as in accordance with the guidelines issued by the Ministry of Health in relation to the COVID-19 pandemic, no buffet will be served and only light refreshment packs will be given to shareholders, proxies and invited guests who attend the 45th AGM.

ENQUIRY

If you have any enquiries on the above, please contact the following person-in-charge during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Share Registrar
Securities Services (Holdings) Sdn Bhd
Mr Wong Piang Yoong / Mr Jerry Tan Hor Seng
Senior Manager / Manager
Tel no.: (603) 2084 9000 / (603) 2084 9165
Fax no.: (603) 2094 9940 / (603) 2095 0292
Email : piang.yoong.wong@sshsb.com.my / hor.seng.tan@sshsb.com.my