

VNTRADE Price Board Instruction



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1. Account Activation Instruction

Before trading, the first step is to activate your trading account. To do that, you need to check your email to find out the verifying email similar to the one below. The email includes following information: user name (similar to your email), auto-generated password (you need to change this after first-time login), and other personal details (full name, gender, ID number, phone and email).



Vndirect Account NoReply <account.systerm@vnds.com.vn> FINANSIA SYRUS: Please verify your trading account

To

Dear NGUYEN CHANH

You are opening a FINANSIA SYRUS Trading Account with the information below:

Full Name: NGUYEN CHANH

User Name:

Password: 9f9fr46bg Gender: FEMALE

Email:

Phone Number:

Identification Number:

Click this link to verify account

To verify your account, please click the following link:

VERIFY ACCOUNT

By accessing this link, you are ensuring about all information which was given to FINANSIA SYRUS. FINANSIA SYRUS is not responsible for any incorrect information.

Best Regards,

FINANSIA SYRUS SECURITIES PUBLIC COMPANY LIMITED

Address: 999/9 The Offices at Central World 18th, 25th floor, Rama 1 Road, Pathumwan, Pathumwan, Bangkok 10330

Contact number: (+66) 02-625-2479-82

Website: https://www.fnsyrus.com

After clicking in that link, you will be informed if your account has been successfully activated.







You will also receive a welcome email afterwards.



Vndirect Account NoReply <account.systerm@vnds.com.vn> Welcome to FINANSIA SYRUS SECURITIES

Dear NGUYEN CHANH

Welcome to FINANSIA SYRUS.

We would like to thank you for opening your account at FINANSIA SYRUS. Your FINANSIA SYRUS Trading Account was successfully opened. Your trading information is listed below:

Username:

Account Number:

Password: Please view in the previous email

Notice: For security reasons, you must change your password after login in the first time. To change your password, click link:

CHANGE YOUR PASSWORD

Follow the instruction to change your password as below:

In case your account failed to be verified with the following notice, please call 02-625-2480 to 85 or send email to gt@fnsyrus.com.



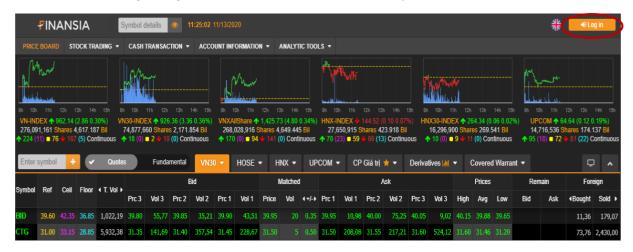




2. Log-in Instruction

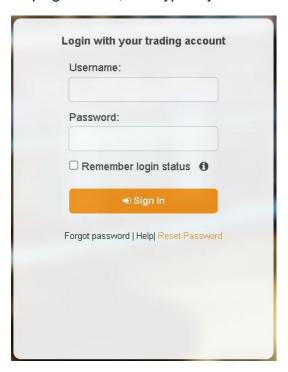
Step 1: Access Price Board

You can access Lightning Price Board at https://vntrade.fnsyrus.com.



Step 2: First layer security

Click the Log-in button on the top right corner, then type in your username and password.



*Note:

In case you forget your password or your account has been blocked, please call 02-625-2480 to 85 or send email to gt@fnsyrus.com.



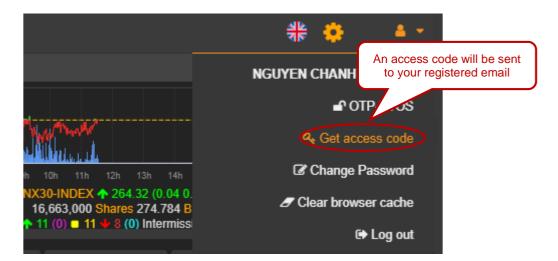




Step 3: Second layer security

For the first-time user, you have to register to use OTP service.

Click on the button on the top right of the Lightning price board, then click Get access code.



You will receive an email with the access code for OTP registration on your mobile device.



Dear Sir/Madam,

You have requested the Access code to install OTP on VNDIRECT Stock Trading application.

Your Access code is USW5Z4

Please follow the following steps to register your device to get the OTP code.

- 1. Download and install VNDIRECT Stock Trading Mobile app via AppStore or Play Store
- Register your device to generate OTP code on VNDIRECT Stock Trading Mobile app by the ACCESS CODE USW5Z4 in this email.

You can view the detailed steps by follow this link: <u>SET UP OTP RECEIVING METHOD</u>

For any request, please contact us via email ICG@vndirect.com.vn.

Best Regards,

VNDIRECT Securities Corporation

No.1 Nguyen Thuong Hien street, Hanoi, Vietnam

Tele : (84 4) 39410622 Fax : (84 4) 39724600 Hot line : 1900-54 54-09

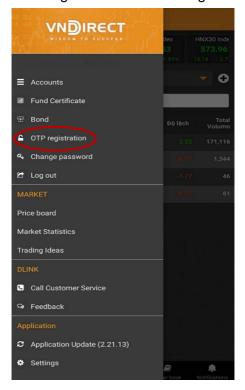
Website: https://invest.vndirect.com.vn

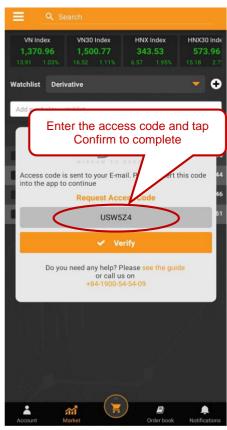


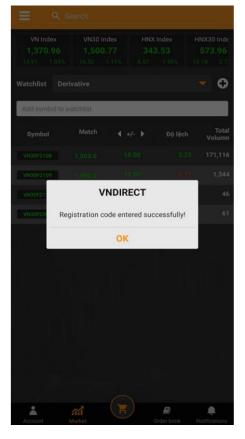




After that, log in your account in **VNDIRECT: Stock & Financial Investment mobile app**, tap "OTP registration" and follow the instruction to register this device using the access code that you receive.



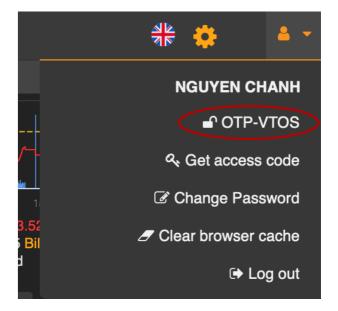




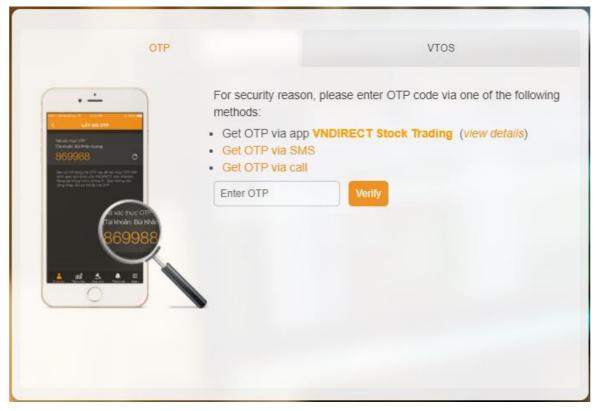
After the OTP registration has been successfully registered, you could use the mobile app to get the OTP.



Click on the OTP-VTOS:



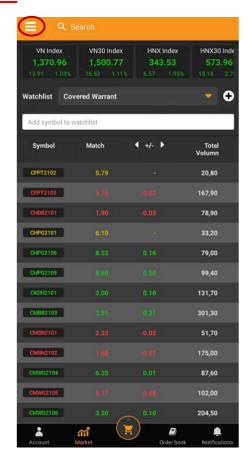
The second layer security screen will appear:

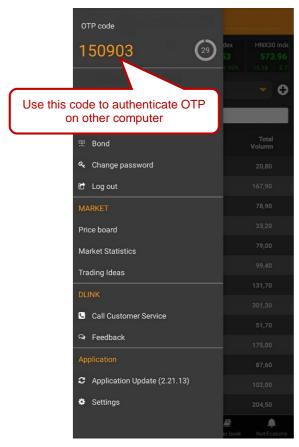


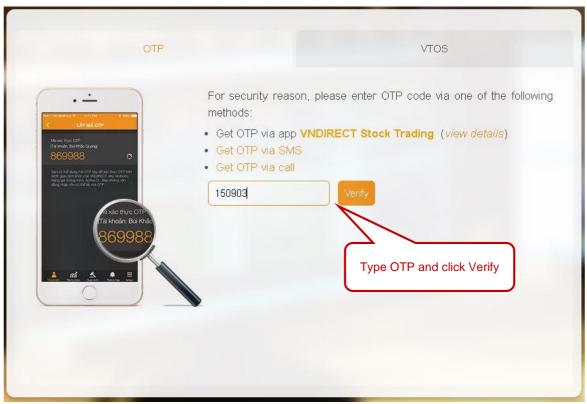


Using the **VNDIRECT: Stock & Financial Investment mobile app** to get OTP.

*Note: the OTP has duration of 30 seconds before changing to a new one.



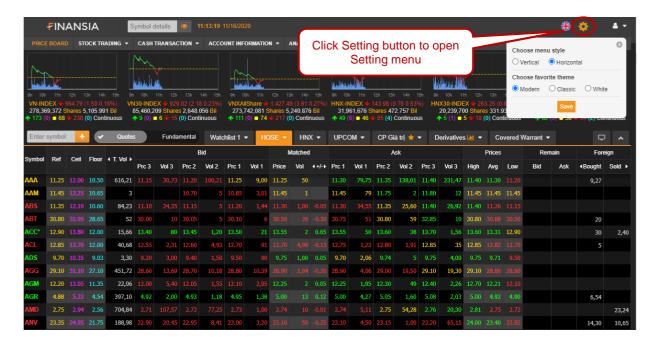






3. Customize Price Board display

For the Price Board, you can customize the menu style (vertical or horizontal) or theme (modern, classic or white).



In order to switch between those options, you have to follow those steps:

*Note: The setting box will automatically pop up for first-time login.





4. Order Placing Instruction

After successfully logging in, you can now start to place order.

4.1. How to place order

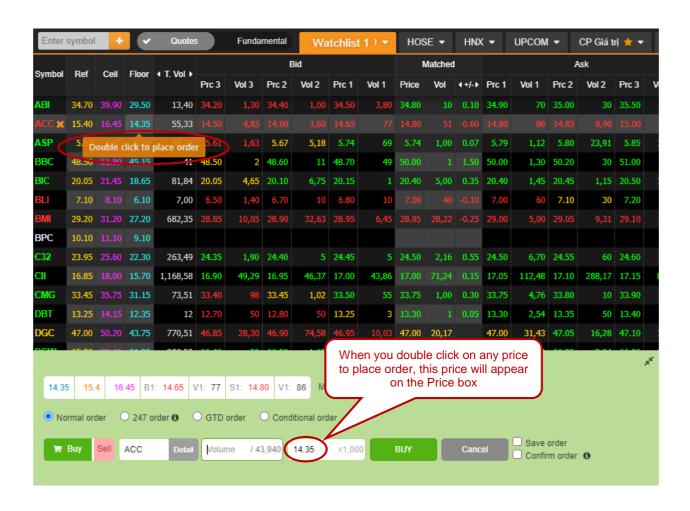
There are 04 ways to place order:

Option 1: Quick order button

Place order through the Quick order button at the left bottom of the Quick action bar.

Option 2: Price Board

You can double click on any price of any stock that appear on Price Board. When you double click on any price to place order, this price will appear on the price box.



gt@fnsyrus.com



Option 3 (Sell only): Quick Action Bar

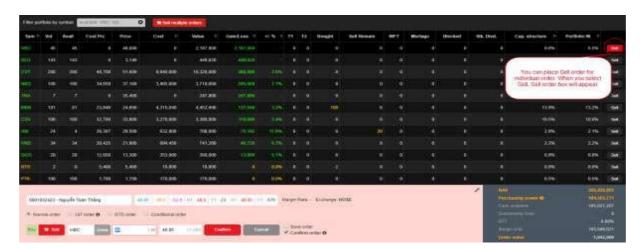
Select "Portfolio" button on the Quick action bar to access your portfolio. Then you can place sell order here.



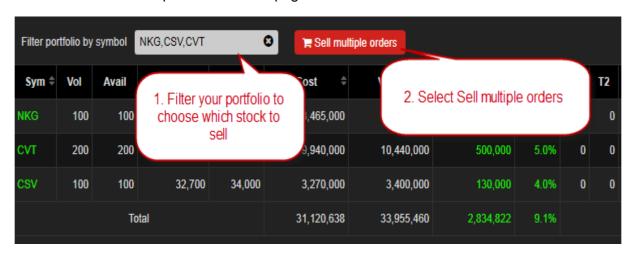


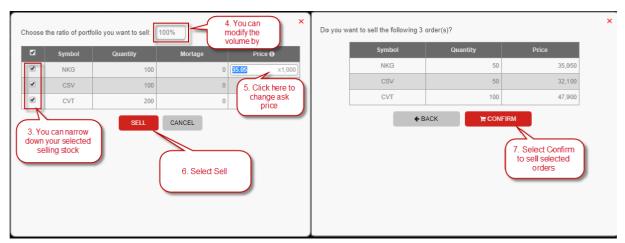
Option 4 (Sell only): Portfolio page

In **PORTFOLIO** page, you can see your complete portfolio with relevant information. Besides that, you can also sell individual/multiple orders.



You can also sell multiple orders in this page:





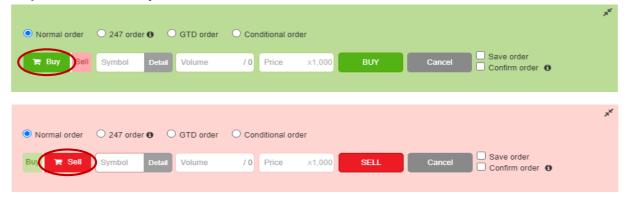


4.2. Steps to place order

Step 1: Enter the **Quick order** box and select type of order you want to use - Normal / 247 / GTD (Good-till-date) / Conditional.

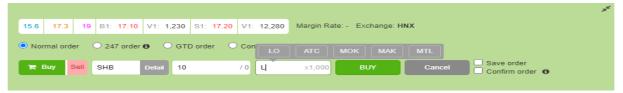


Step 2: Select the Buy/Sell order:



Step 3: Fill in required information by using your mouse or tab Enter → to switch between input boxes.

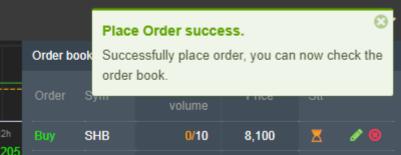
*Note: Price unit is *1000 VND



Step 4: After filling necessary information, you have to confirm your order to put it through.



Your order will be successfully placed if the notification shows up like this on the top right of the screen:





5. Order Modifying/Cancelling Instruction

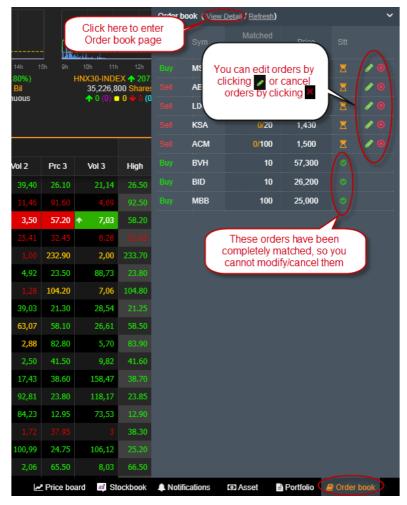
Notice: Before planning to modify/cancel order, you need to look at order status. If the orders have been completely matched, you could not modify/cancel these orders.

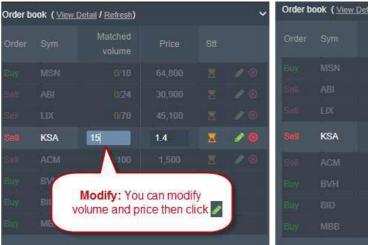
There are two ways to modify/cancel:

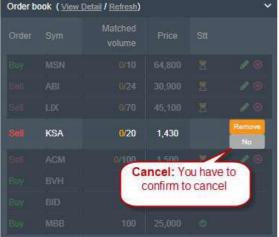
Option 1: Through the Quick Action bar on the bottom of the page, click on **Order book**.

Option 2: Through Order book page.

5.1. Option 1:







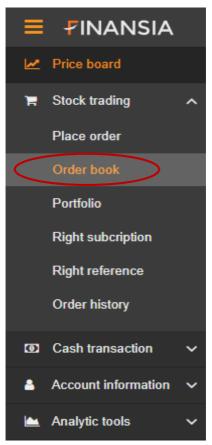
gt@fnsyrus.com

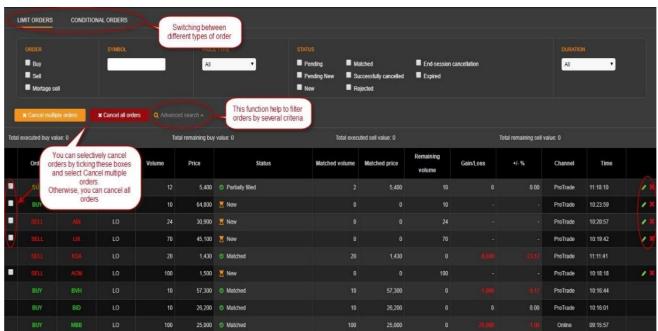


5.2. Option 2:

Through Menu, you can click on **Stock Trading > Order book** to enter. This page will give you more functions to modify/cancel orders such as:

- Separate between Limit order Conditional order.
- Filter to select order by several criteria (order type/symbol/price type/status/duration).
- gancel multiple/all orders at once.





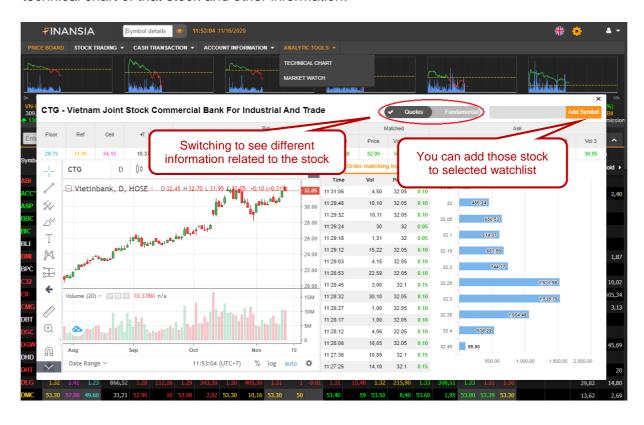


6. Lightning Price Board Instruction

Lightning Price Board can be utilized for many purposes.

6.1. Searching information

By clicking on the symbol of any stock on the Lightning Price Board, you can view the technical chart of that stock and other information.

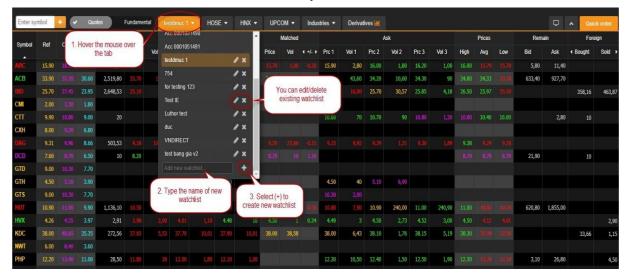




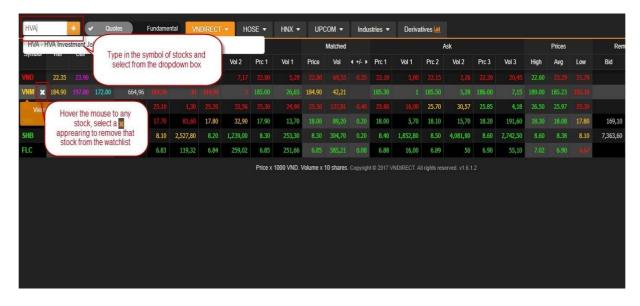


6.2. Creating/Deleting Watchlist

You can create a new watchlist of stocks that you want to follow:



6.3. Adding/Removing stock from a watchlist

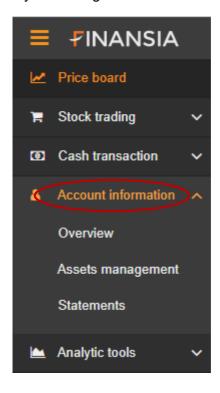






7. Reporting Instruction

You can see different report by accessing **Account information** from Menu:



7.1. Asset Management

Asset management includes both Asset and Debt Report:

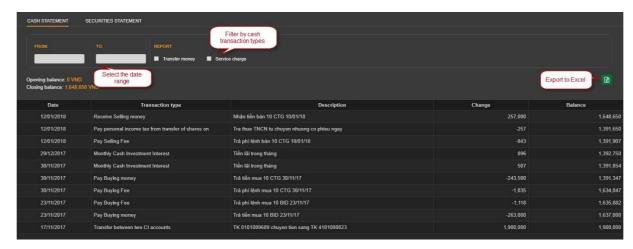




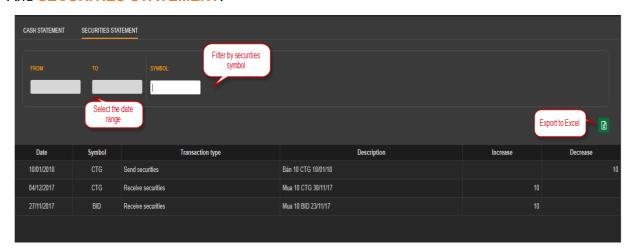


7.2. Statement Report

Statements include **CASH STATEMENT** such as below:



And SECURITIES STATEMENT:





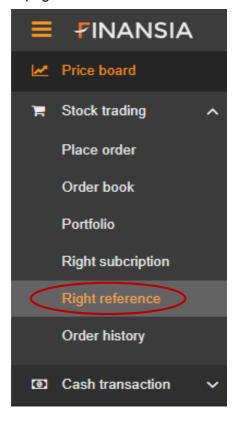


8. Rights Reference - Subscription

8.1. Right Reference

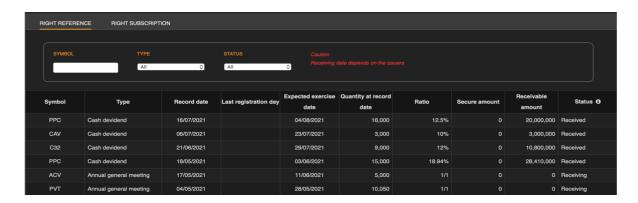
Step 1: Access Right reference page

From Stock trading, select **Right reference** tab. Note that you only need first layer security (username/password) to view this page:



Step 2: Filter

You can see the history of all corporate action events here and can filter by three criteria: stock symbol, CA type and status.



*Note: with right subscription, you can click on this event and it will redirect you to Right Subscription page.





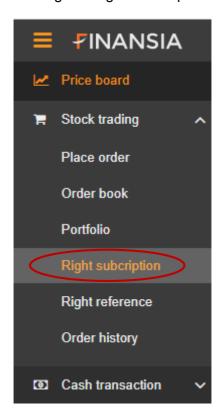


8.2. Right Subscription

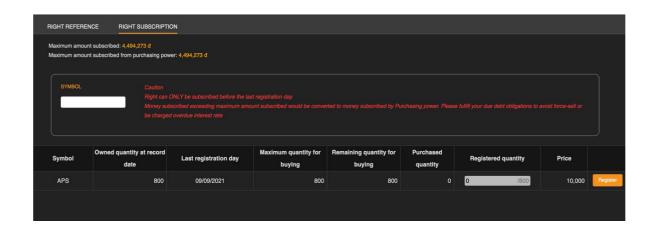
After logging in your account (two steps: by username/password and OTP), you can follow this instruction to subscribe right issues:

*Note: You should subscribe right during the trading time (from 8am to 5pm during trading days).

Step 1: Select Menu ⇒ Stock trading ⇒ Right subscription



- Right subscription page will appear and list all the stock symbols with relevant information that you have the rights.
- You can filter for rights by stock symbol.

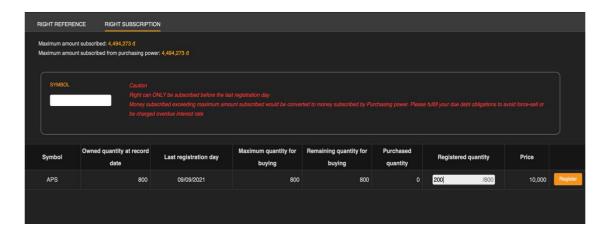






Step 2: Executing Right subscription

- After choosing the stock right that you want to subscribe, select Register.
- You can choose the amount registered for buying, with the condition that the registered amount is smaller than Maximum quantity for buying and Cash available must be equal or higher than the total value of the registered amount for buying.
- Enter the quantity and select **Confirm** to complete the subscription:



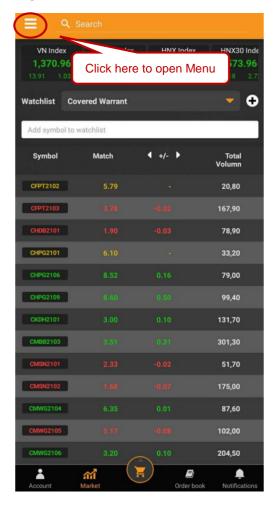
*Note: Please make sure to enter the desired quantity you want to subscribe, as you cannot adjust it by yourself afterwards. If you want to modify the subscription, please contact us.

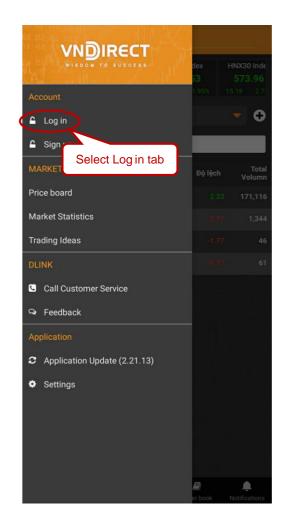




9. Mobile App Instruction

9.1. Login instruction





After that, the login screen will appear.





Each login session lasts for 8 hours since the successful login attempt. After that, accounts will be automatically logged out. Login options will help you to minimize actions to re-log in as below:

- Select Remember username: after the account is logged out, username is remembered and automatically filled in the next login attempt.
- Select Remember password: after login sessions, account will be automatically relogged in for users. Please proceed with precaution and be aware of all associated risks.





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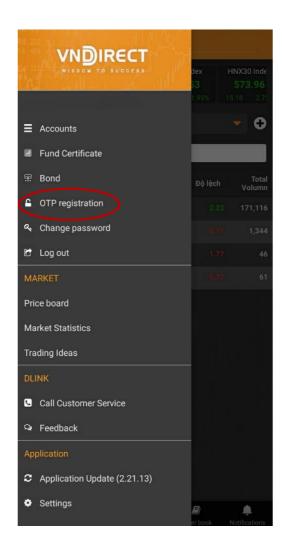
gt@fnsyrus.com

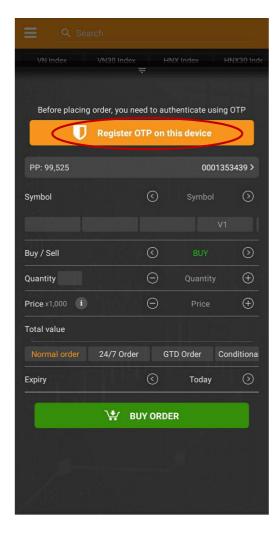


9.2. Second-layer authentication

If you do not authenticate the second-layer security, you cannot place orders. To do that, you have to register your mobile by following this:

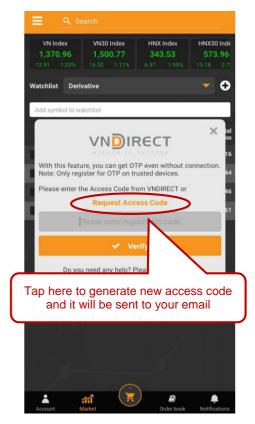
Open your menu and select OTP registration tab OR select Trading screen and select Verify OTP code.

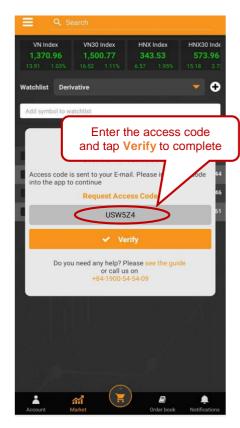


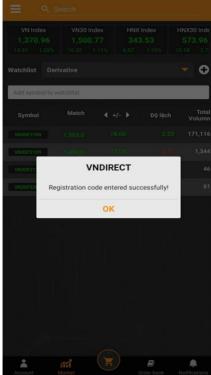


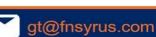


There are 2 functions in the OTP registration box: Request Access Code and Enter Registration code.



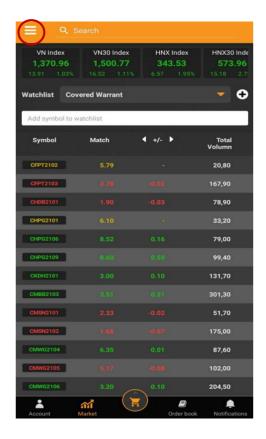


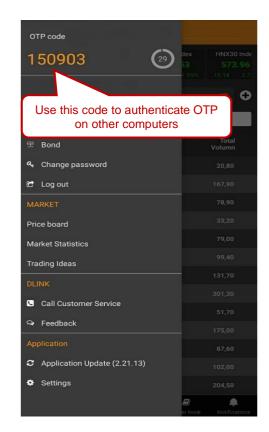






After registering, you can use this mobile to generate OTP to authenticate second-layer security on computers as well.







9.3. Order Placing Instruction

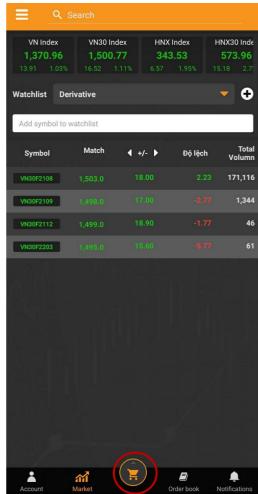
9.3.1. How to place order

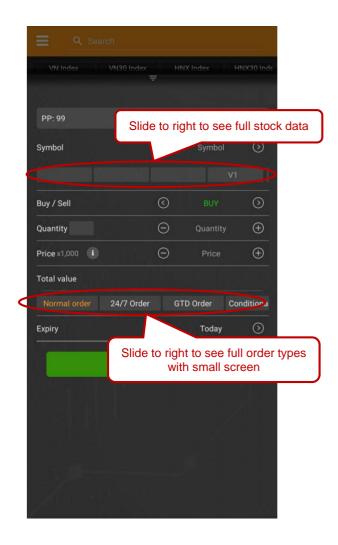
Option 1: Quick Order

You can select



to place order:





Without registering second layer security in this device, you could not placing order. So you need to authenticate using OTP in device that you use.

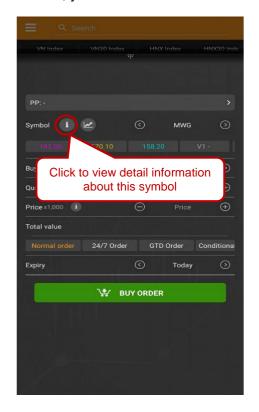
Supporting information:

You can view general information about volume, price in this order: Ceiling price/ Reference Price/ Floor price/ First bid volume/ First bid price / First ask price/ First ask volume.



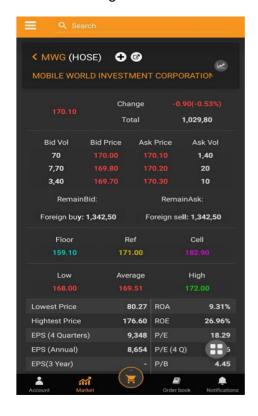


Besides, you can view detail information and technical chart in trading screen.











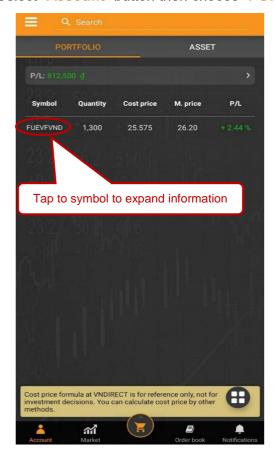
For Android system only, in detail screen, you can click price that you want to order. After that, price information will fill on trading screen.

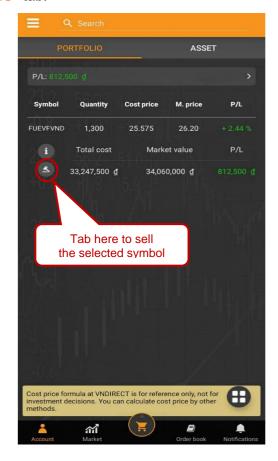
After 3pm in the trading day, information about ceiling price, reference price and floor price shall be updated temporarily from system to support for ordering.



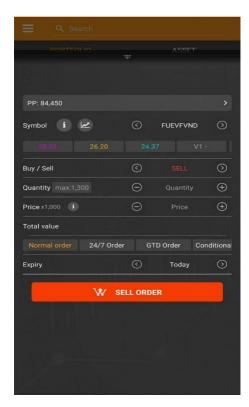
Option 2: Sell only

Select "Account" button then choose "PORTFOLIO" tab.





The trading window will appear:

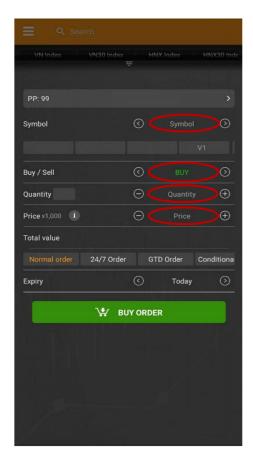




9.3.2. Step to place order

Fill in required information:

- 1. Type Symbol
- 2. Select BUY/SELL order
- 3. Type Quantity
- 4. Type Price



- Normal order: Expire within trading-hour of the same day.
- 24/7 Order: Support order from 15h to 20h. Placed order is pushed on 20h same day and taken effect in next trading day. After that, orders that is invalid will be rejected.
- GTD Order: From next trading day. The order is checked continuously in Pending status until expired order. When this order is triggered successfully, it will be pushed to exchange.
- Conditional Order: Default expired in 15 days and maximum limit is 30 days.

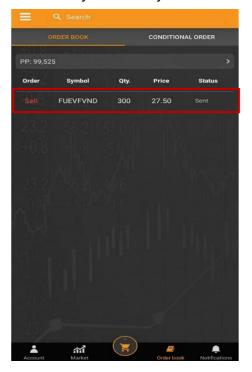


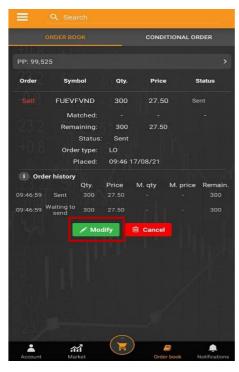


9.4. Order Modifying/Cancelling Instruction Notice:

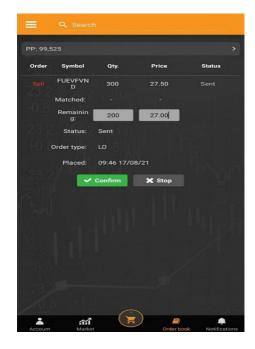
- Editing orders of HOSE stocks is not allowed. Need to cancel order and place new one only.
- Cannot cancel and edit orders of HOSE stocks at ATO and ATC session.
- Cannot edit orders of HOSE stocks during break time (11:30 13:00).
- Cannot cancel and edit orders of HNX stocks at ATC session.
- Before planning to edit or cancel order, you need to look at order status. If the orders have been completely matched, you could not edit or cancel these orders.

Step 1: Press the "Order book" on main menu and tap an order to expand information. You can choose to modify or cancel your order:





Step 2: If you want to modify order, fill to the required information:



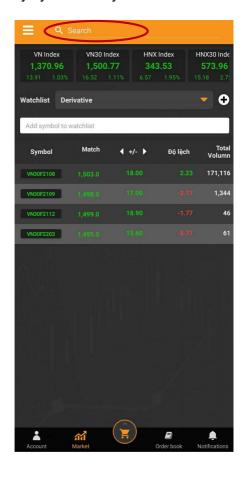


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9.5. Optional Function

In any screen, you can search any symbol that you're interested:



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9.6. Create a Watchlist

Select "Market" button then choose



icon.



