FINANSIA

GLOBAL

VNTRADE Price Board Instruction

Contents

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

To

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.

Your account has not been activated successfully

Please Chat with us or contact 1900-5454-09 for assistance.

See more detail

2. Log-in Instruction

Step 1: Access Price Board

You can access Lightning Price Board at https://vntrade.fnsyrus.com.
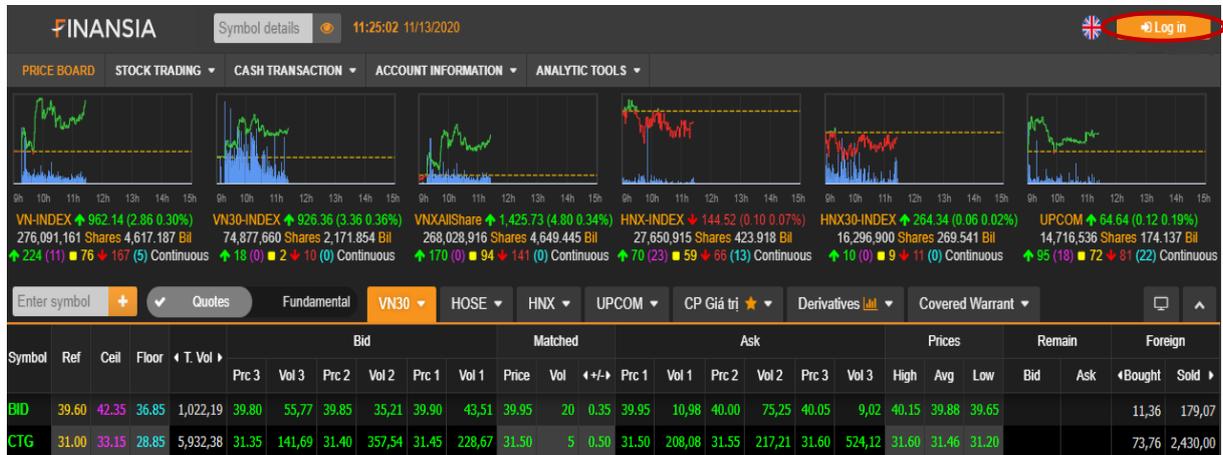
Step 2: First layer security

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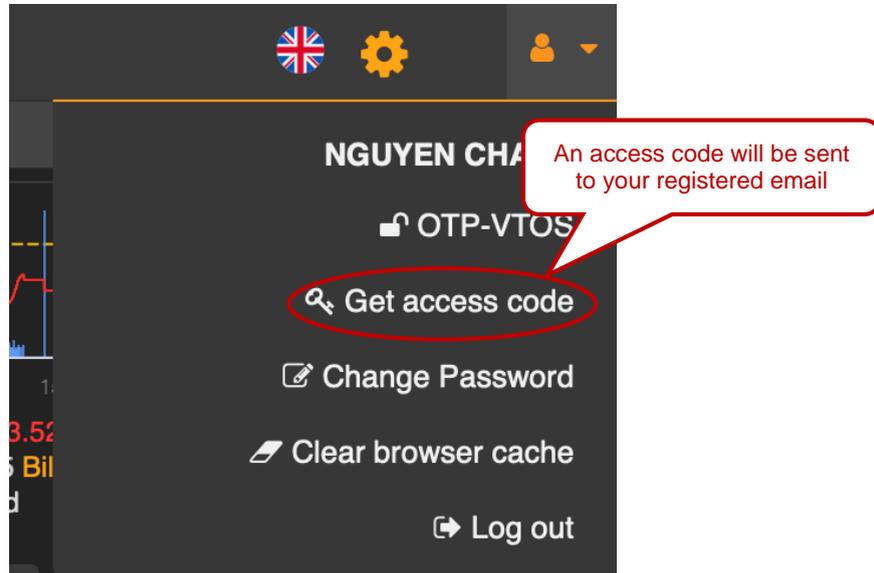
You will receive an email with the access code for OTP registration on your mobile device.

After that, log in your account in **VNDIRECT: Financial Investment** **mobile app**, click on the
👤 button, then click "**Register Smart OTP**" and follow the instruction to register this device
using the access code that you receive.

Enter the access code form the email OTP registration
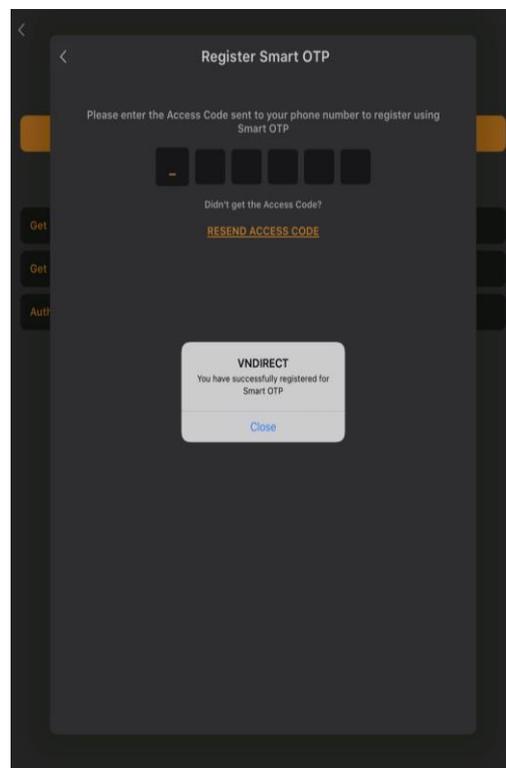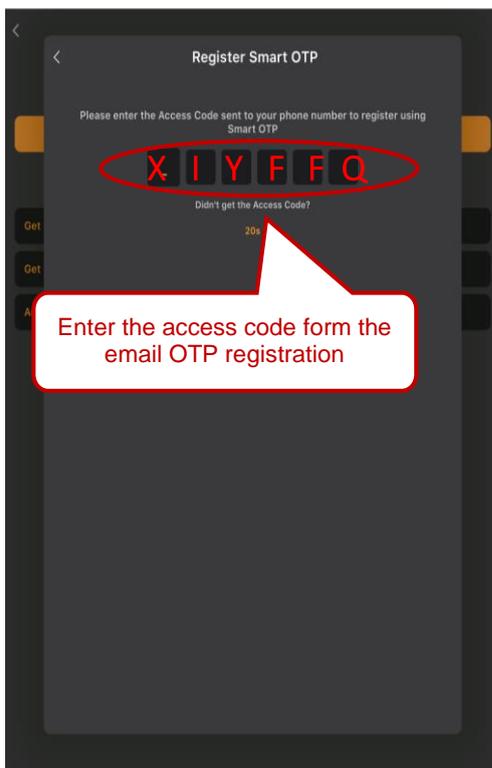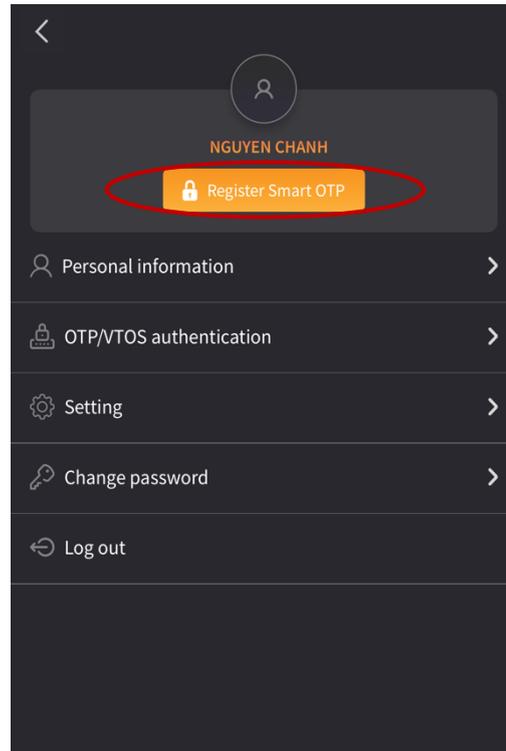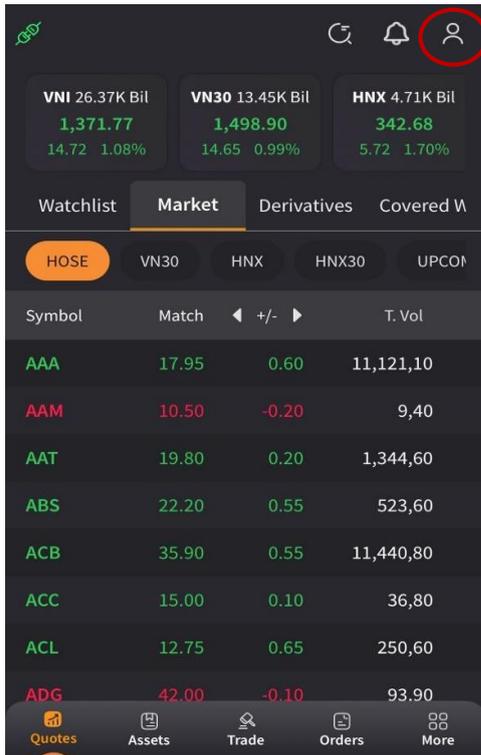
After the OTP registration has been successfully registered, you could use the mobile app to get the OTP.

Click on the **OTP-VTOS**:
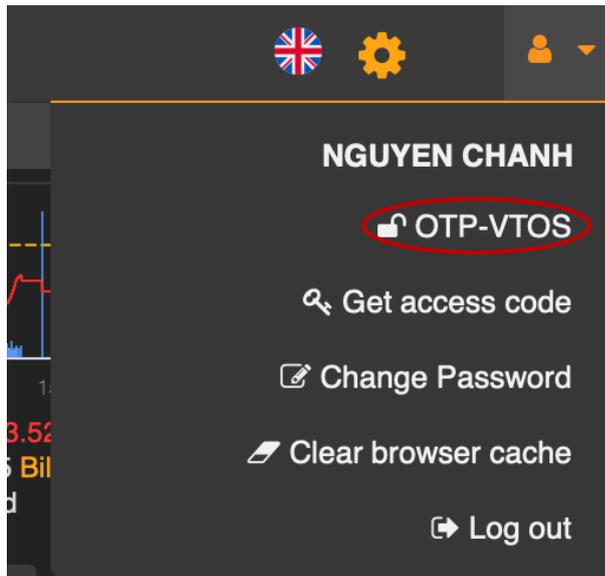
The second layer security screen will appear:
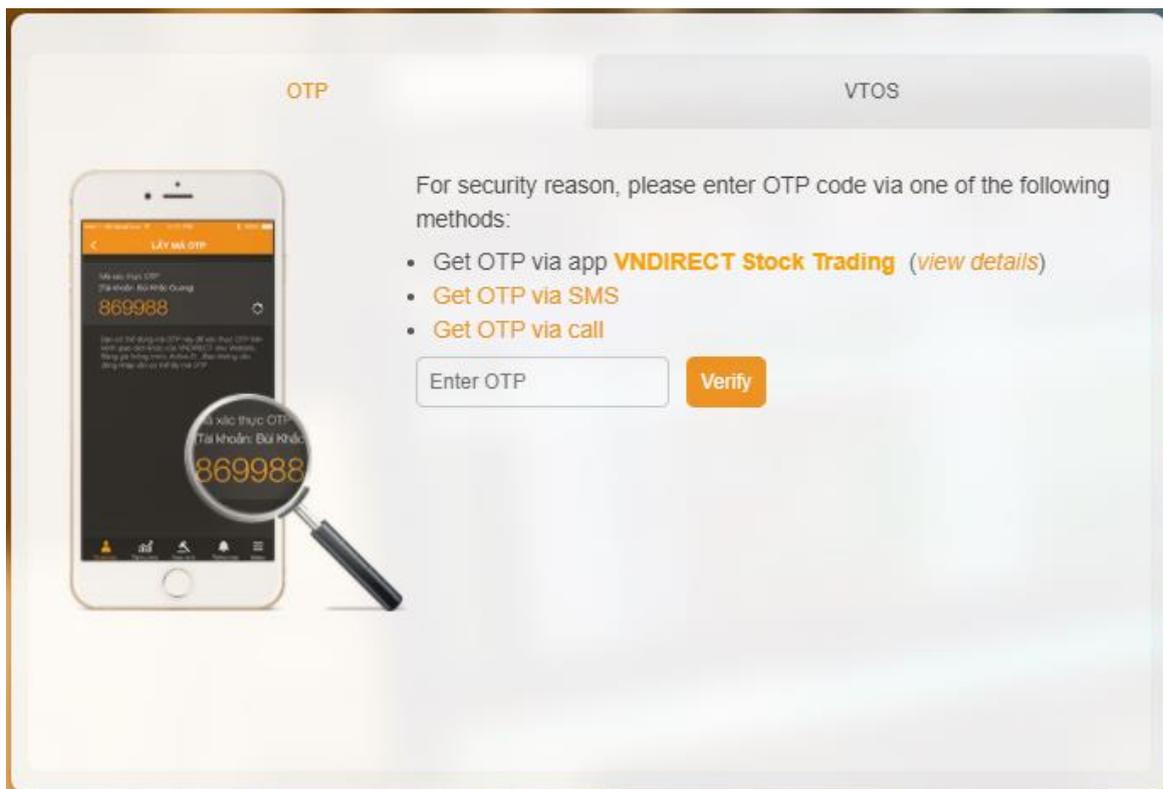
Using the **VNDIRECT: Financial Invesment** **mobile app** to get OTP.

Note: the OTP has duration of 30 seconds before changing.
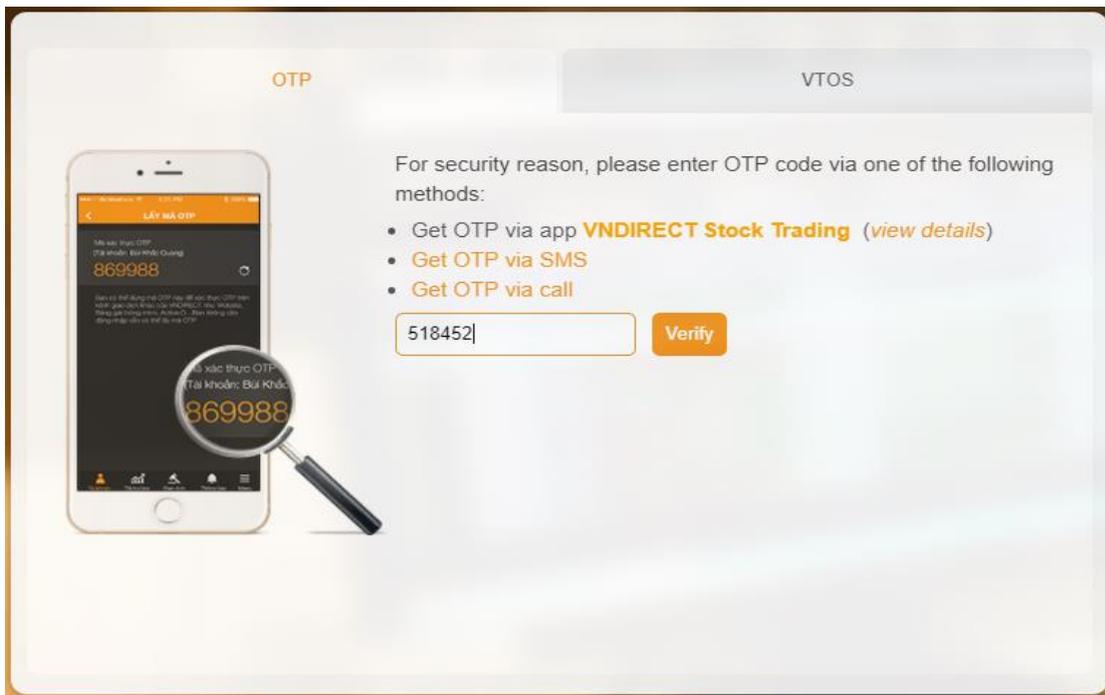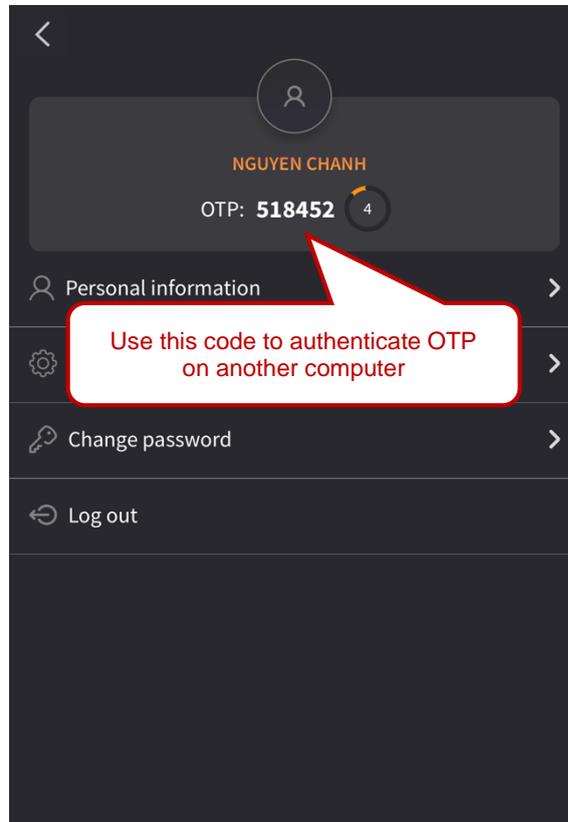
3. Customize Price Board display

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.

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.
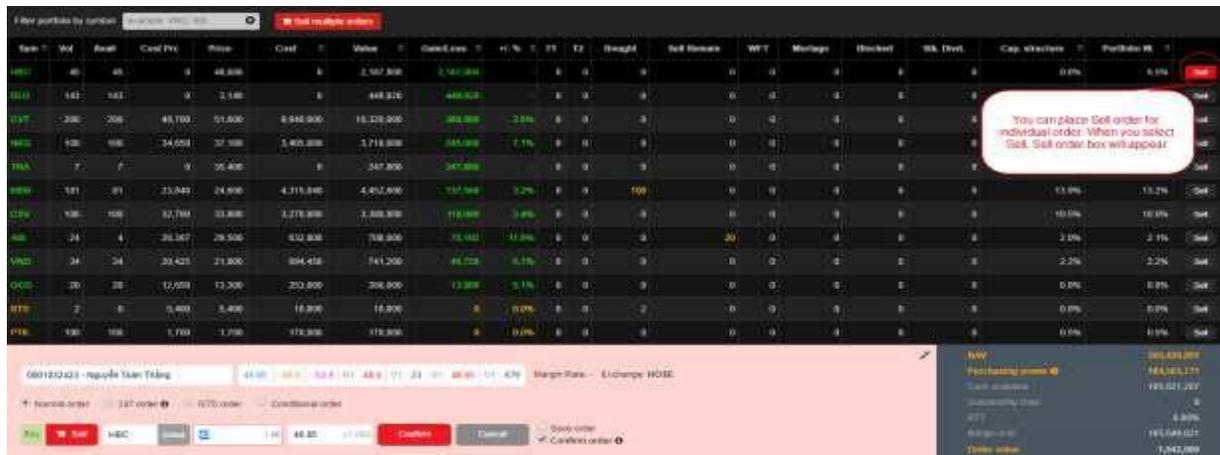
You can also sell multiple orders in this page.
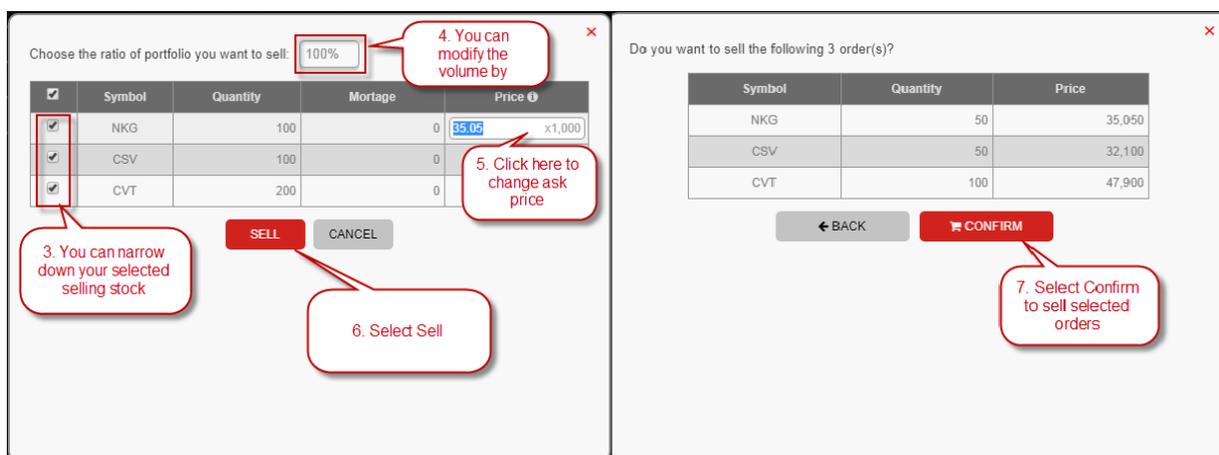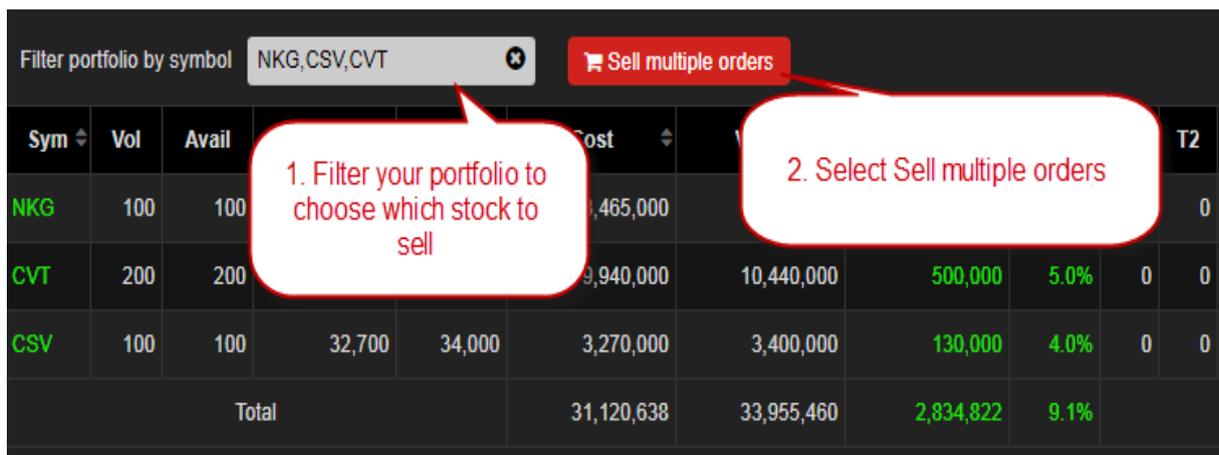
4.2. Steps to place order

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.

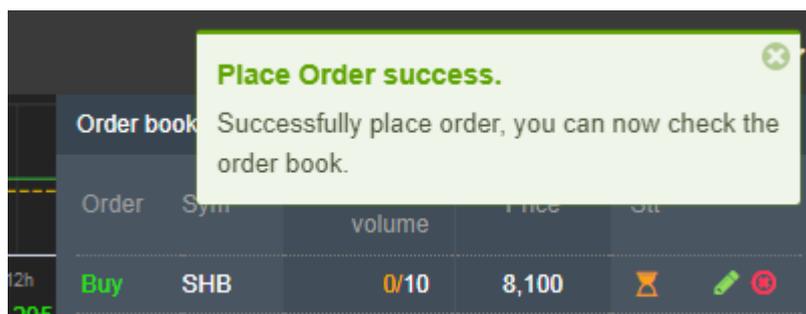*Note*: Price unit is *1000 VND

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 or cancel order, you need to look at order status. If the orders have been completely matched, you can't not modify or cancel these orders.

There are two ways to modify or 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:

สนใจลงทุนติดต่อ Global Trading Department   02-625-2480-85   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:

- ꭗ Separate between Limit order - Conditional order.
- ꭗ Filter to select order by several criteria (order type/symbol/price type/status/duration).
- ꭗ Cancel 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.

สนใจลงทุนติดต่อ Global Trading Department   02-625-2480-85   gt@fnsyrus.com
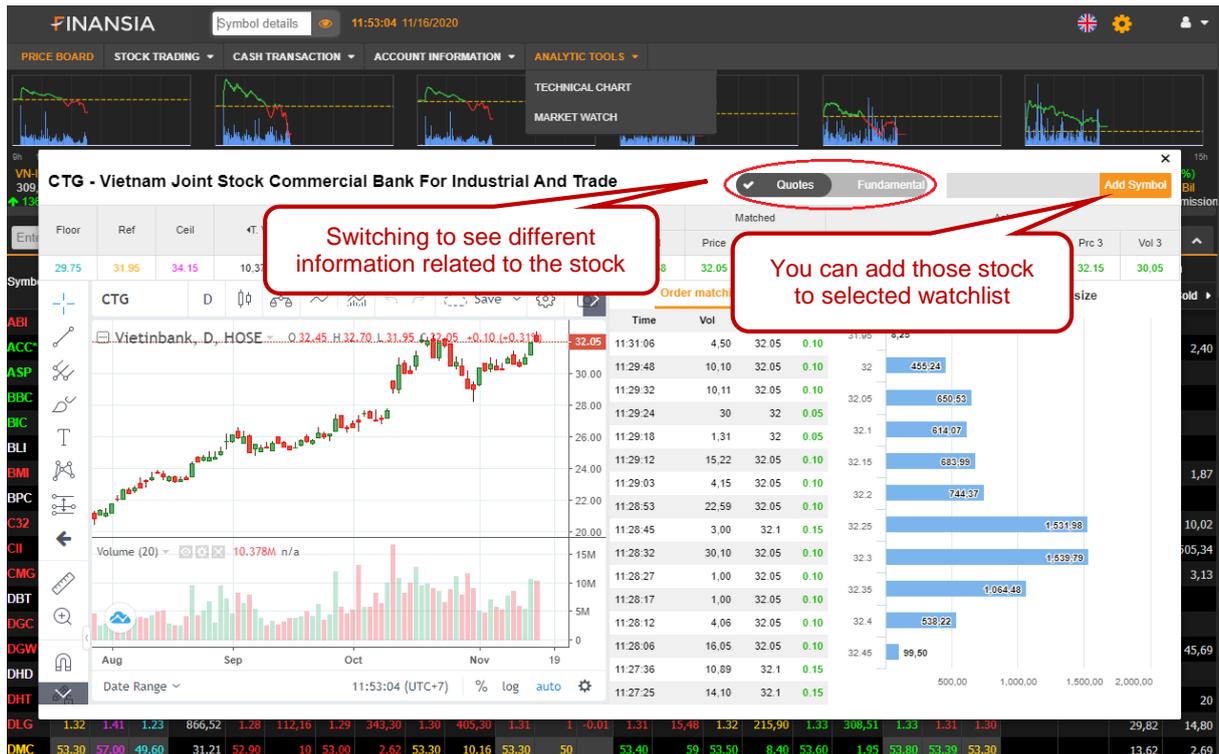
6.2. Creating/Deleting Watchlist

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:
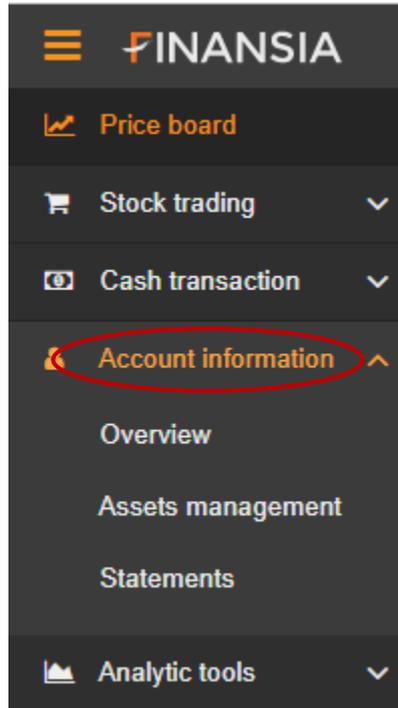
7.1. Asset Management

Asset management includes both Asset and Debt Report:
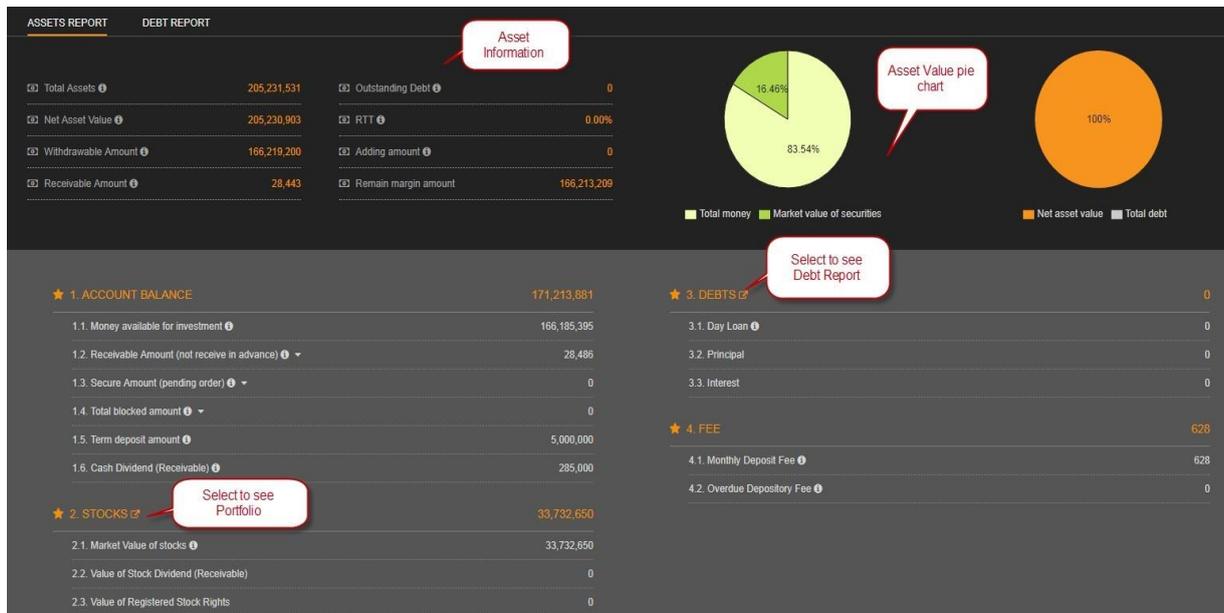
7.2. Statement Report

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

And **SECURITIES STATEMENT**:

สนใจลงทุนติดต่อ Global Trading Department   02-625-2480-85   gt@fnsyrus.com

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 (user/password) to view this page:
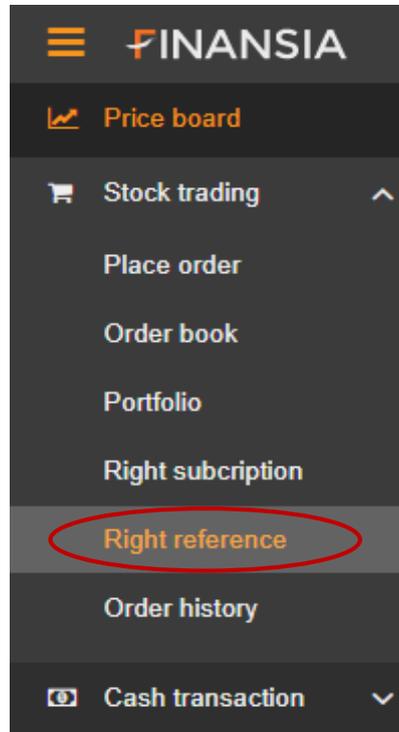
Step 2: Filter

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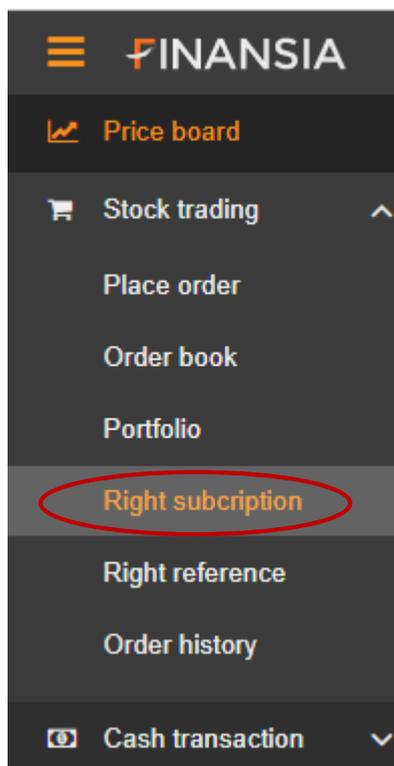
- ♯ Right subscription page will appear and list all the stock symbols with relevant information that you have the rights.
- ♯ You can filter for rights by stock symbol.

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

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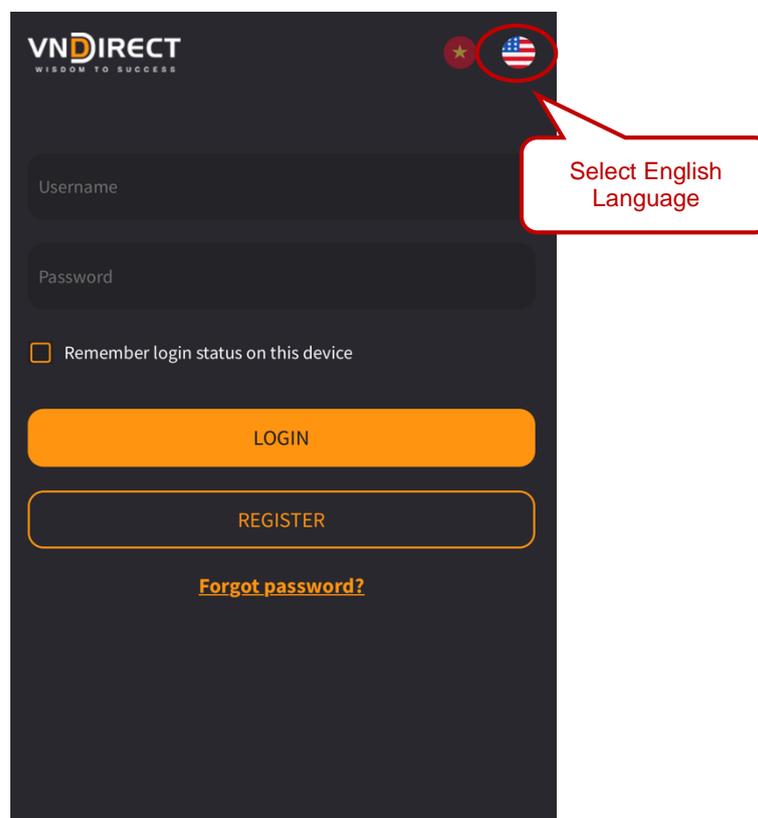
Each login session lasts for 8 hours since the successful login attempt. After that, accounts will be automatically logged out. Login options will help you to minimize actions to re-log in as below:

- Select **Remember Login Status on this device:** after login sessions, account will be automatically re-logged in for users on only the device. Please proceed with precaution and be aware of all associated risks.

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:

Back to menu and Tap **"Register Smart OTP"** and follow the instruction to register this device using the access code that you receive as in method **2. Log-in Instruction (Page 3)**

After that tap [icon] to search any stock symbol that you are interested in:
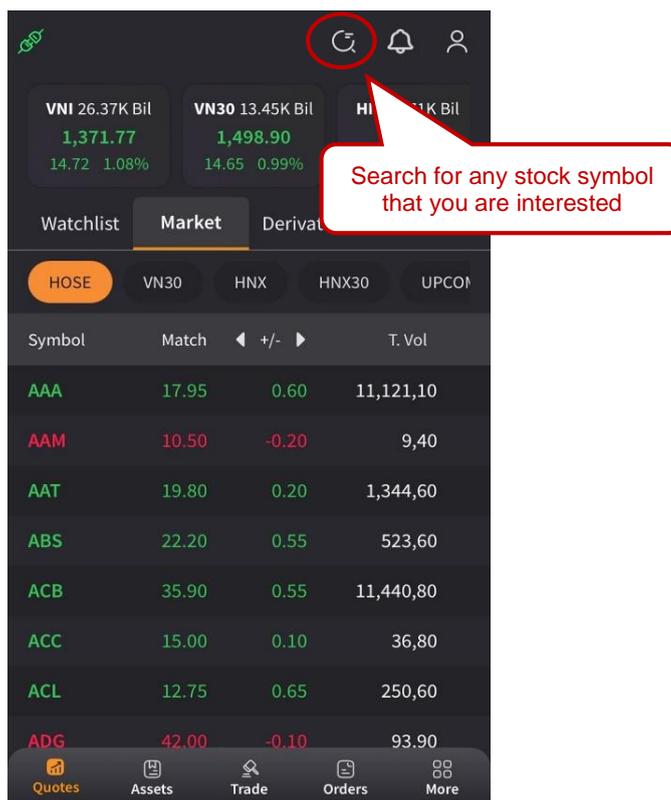
9.3. Menu Bar on Market Screen
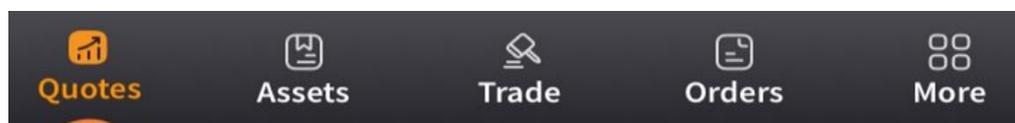
- ≋ **Quotes:** Creating a watchlist or showing a list of stocks in each market.
- ≋ **Assets:** Showing current portfolio and asset report.
- ≋ **Trade :** Placing an order, for more detail please follow **9.4.1 and 9.4.2**.
- ≋ **Order :** Checking or filtering order positions.
- ≋ **More :** Searching for research and market news.

9.4. Order Placing Instruction

9.4.1. How to place order

You click on [Trade] **"Trade"** button to pass through the trading screen to place order:
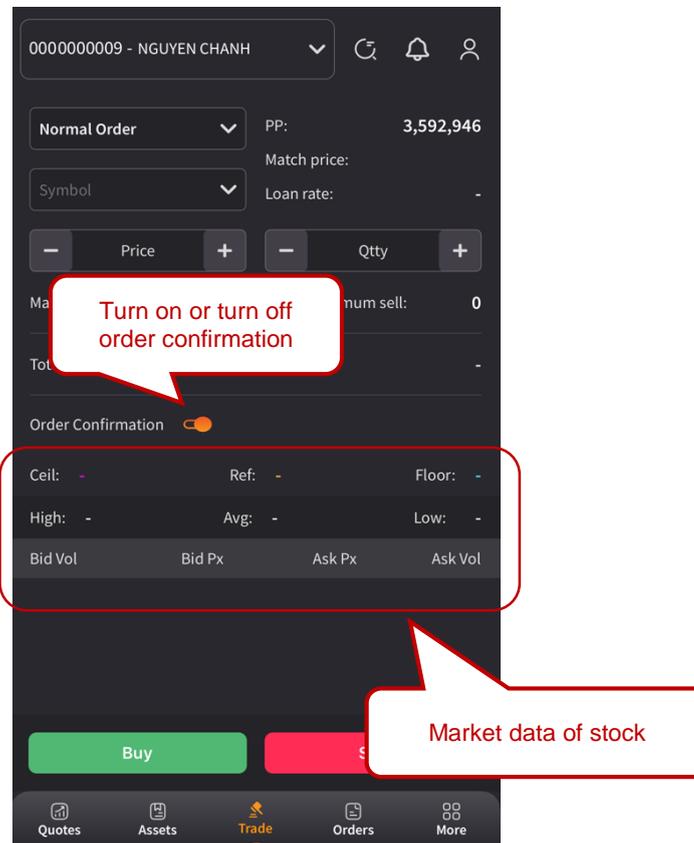
Without registering second layer security in this device, you can't place order. So you need to authenticate using OTP in device that you use.

Order Confirmation:

Turn on: Display an order confirmation message when you click "Buy or Sell".

Turn off: Submit the order instantaneously when you click "Buy or Sell".

Supporting information:

You can view general information about volume, price in this order such as Ceiling price/ Reference price/ Floor price/ First bid volume/ First bid price/ First ask price/ First ask volume Besides, you can view detail information of the stock by click on [icon] button.

After 3pm in the trading day, ceiling price, reference price, and floor price will be update temporary from Finfo system to support for ordering.

Click here to place order

Information of this symbol
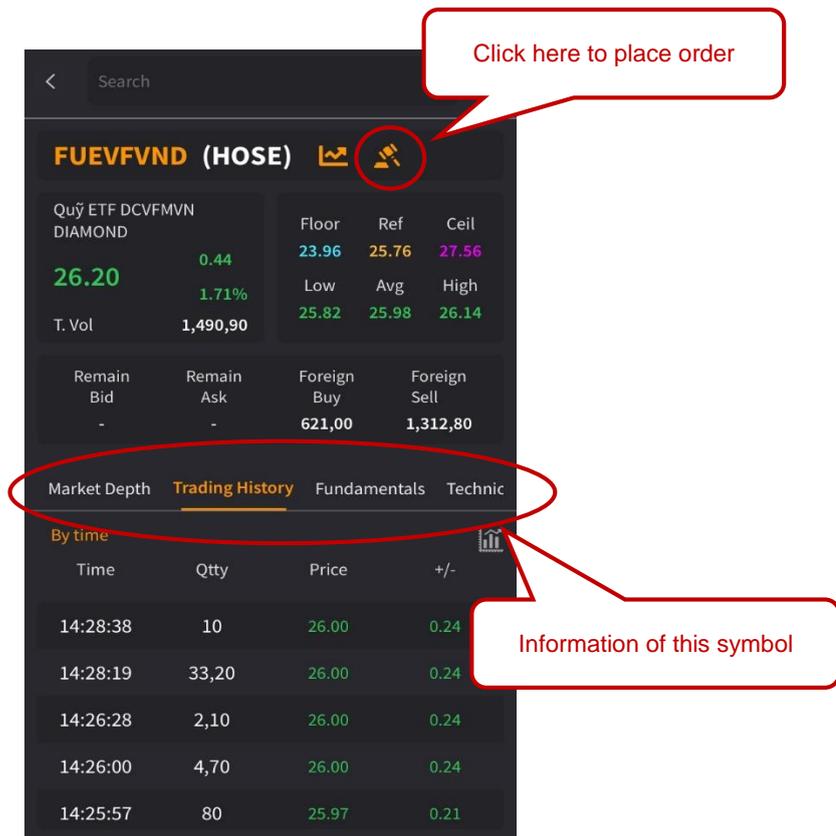
Moreover, you can view detail information and **technical chart** in trading screen:

Click to view technical chart (D-chart)

Click to view detail information about this symbol
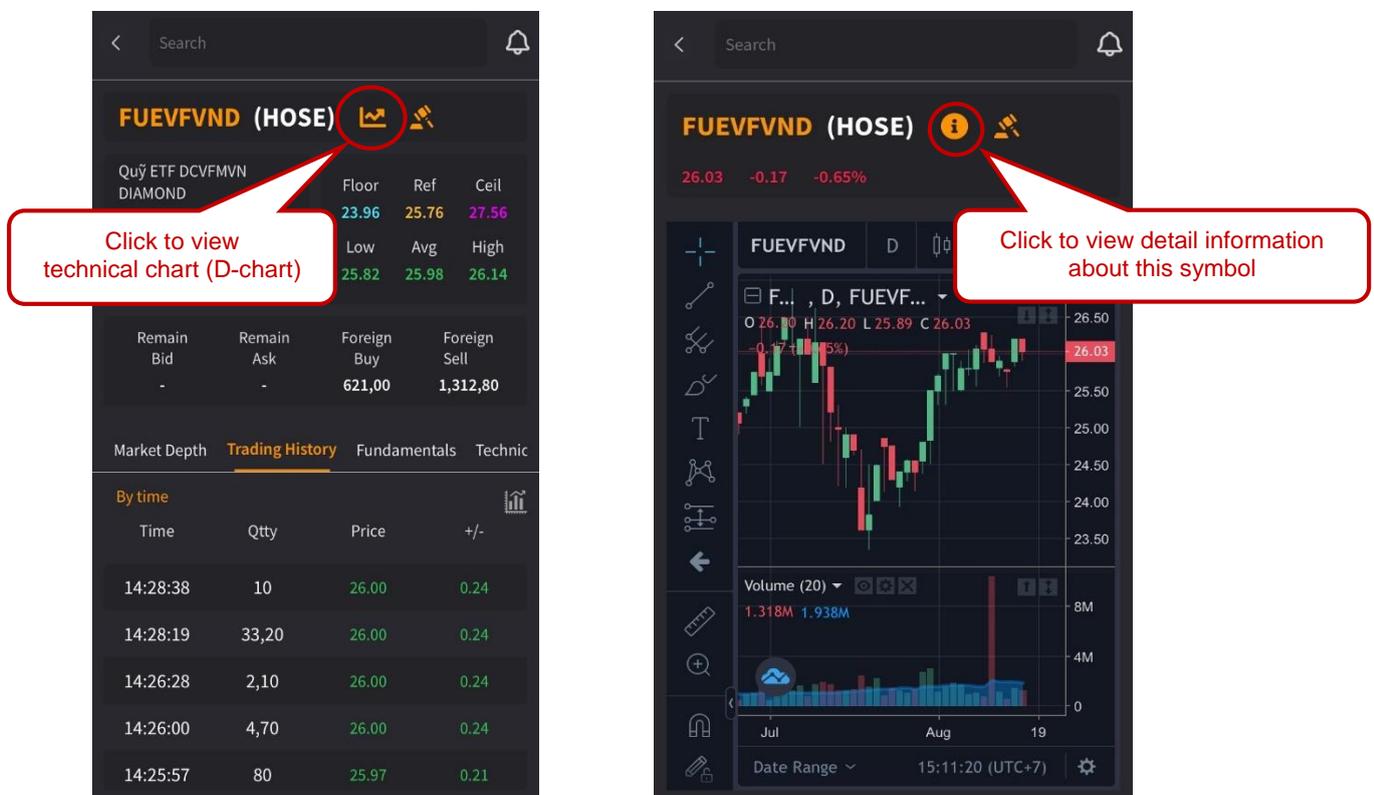
9.4.2. Step to place order

Fill in required information:

1. Choose type of order

2. Type Stock Symbol

3. Type Volume (Qtty)

4. Type Price

5. Select Buy or Sell

Types of orders

- ▪ **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.
- ▪ **Stop limit** : Default expired in 15 days and maximum limit is 30 days.

▪ **Maximum buy**: the estimated number of the stocks that you can buy based on all available money.

▪ **Maximum Sell**: the maximum number of all holding stocks that are available to sell.

## 9.5. Order Editing/ Canceling Instruction

Notice:

1. Editing orders of HOSE stocks is not allowed. Need to cancel order and place new one only.

2. Cannot cancel and edit orders of HOSE stocks at ATO and ATC session.

3. Cannot edit orders of HOSE stocks during break time (11:30 – 13:00).

4. Cannot cancel and edit orders of HNX stocks at ATC session.

5. 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: Click on **button to expand information of your orders, then choose edit or cancel your order:**
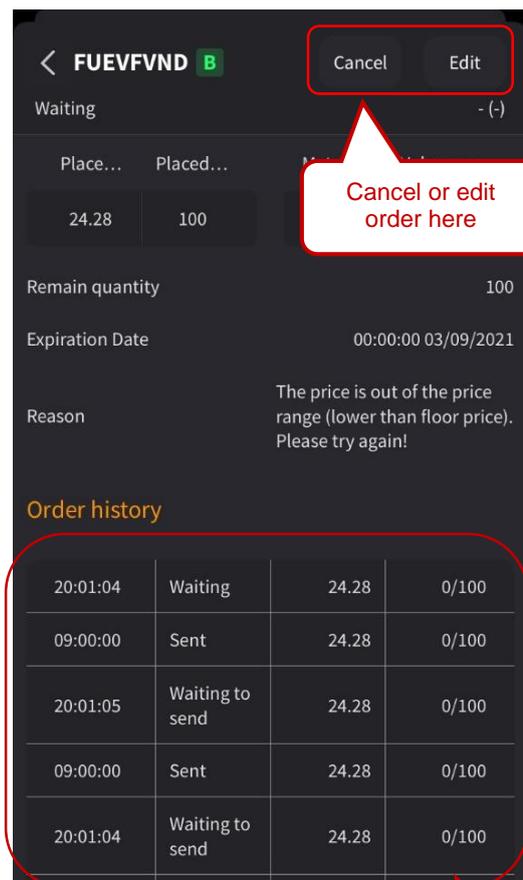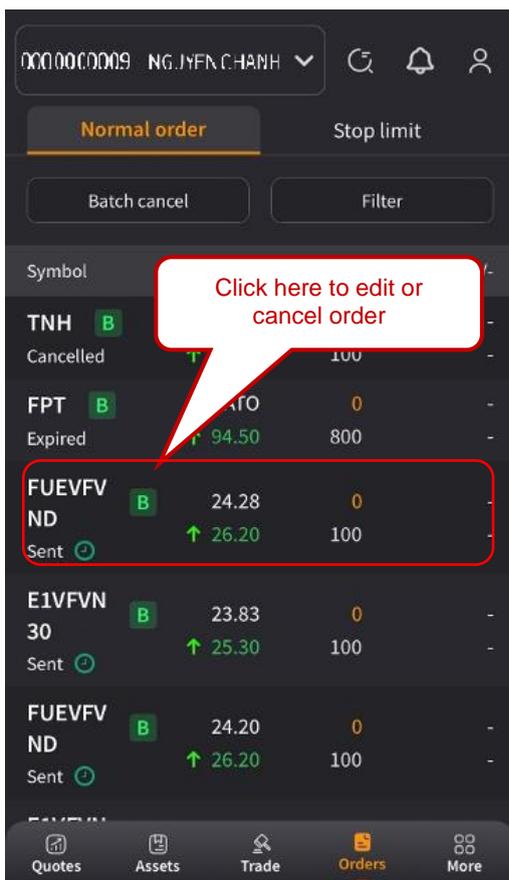
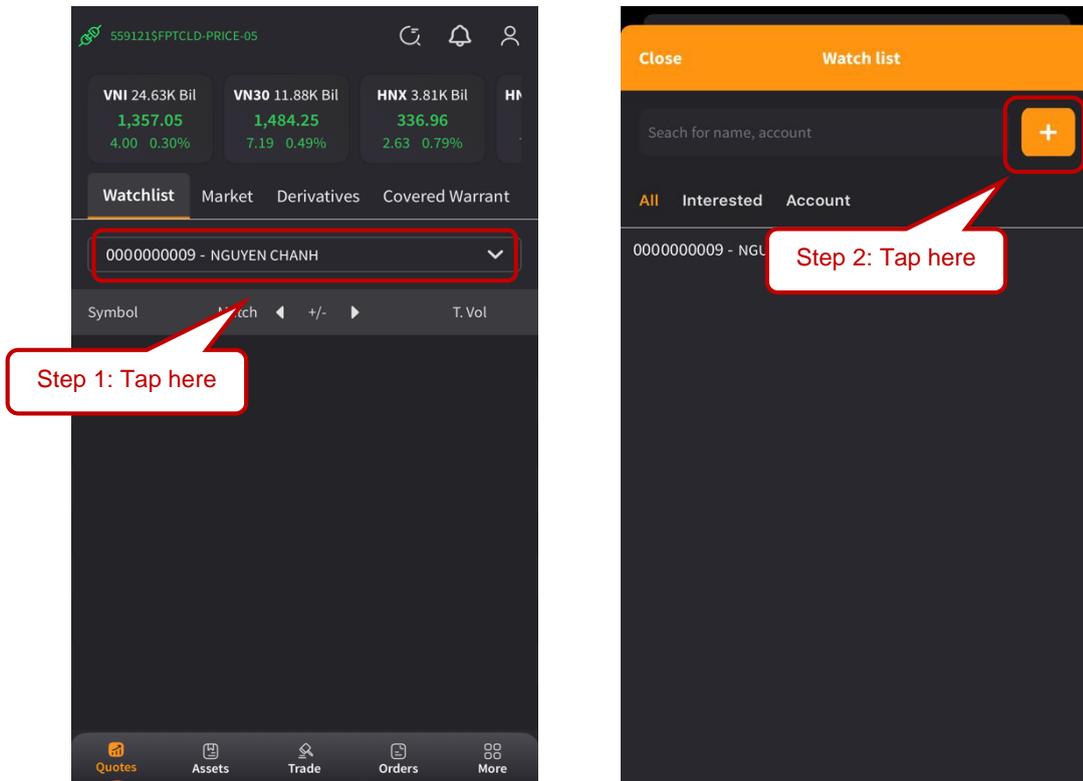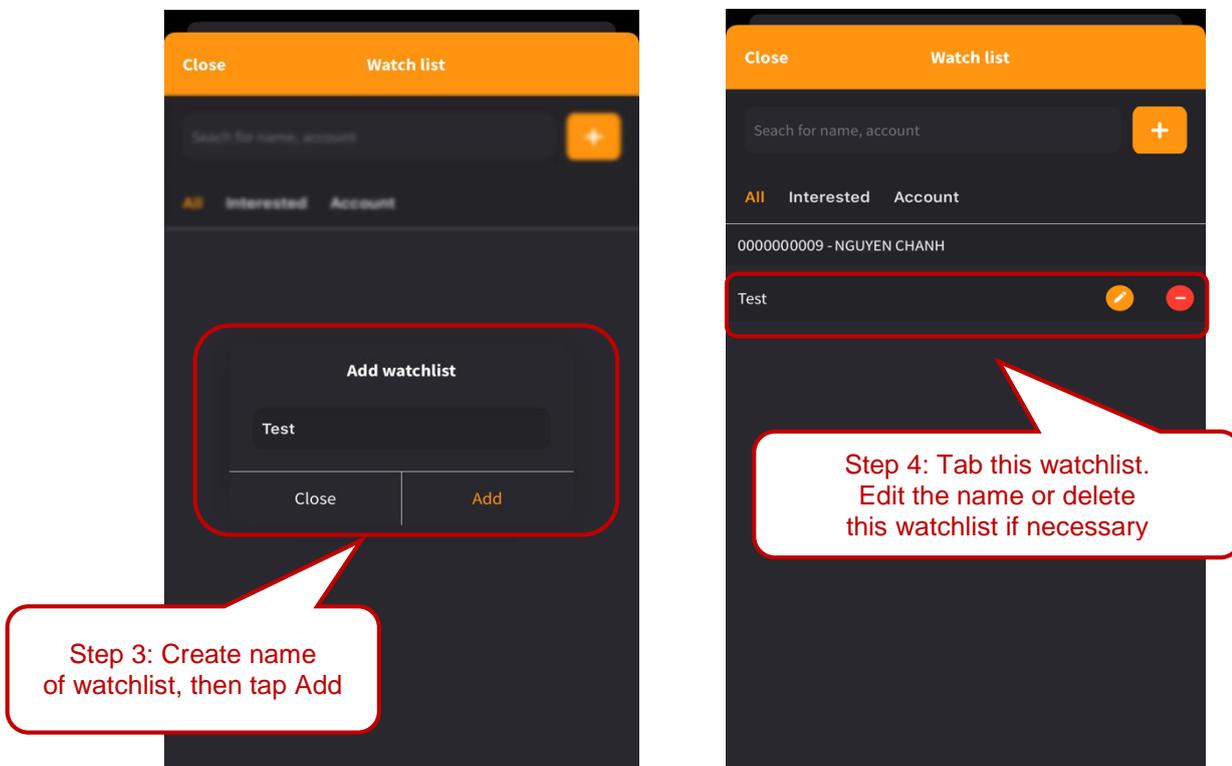**Step 2: I**f you want to edit or cancel order, fill the required information:
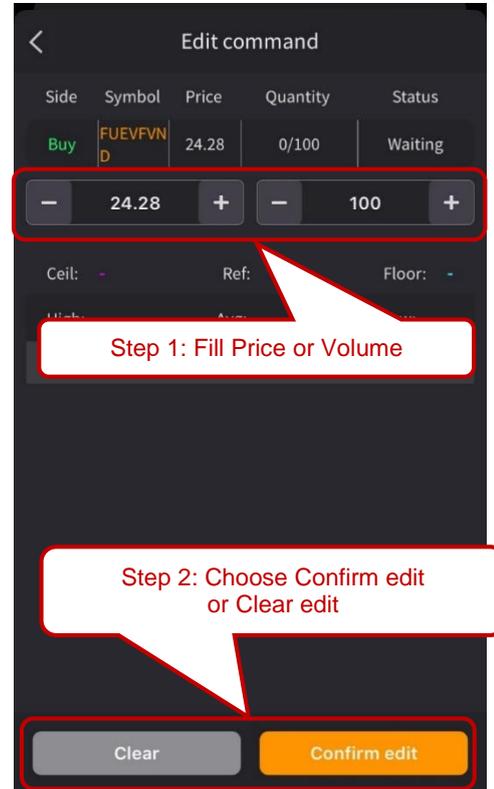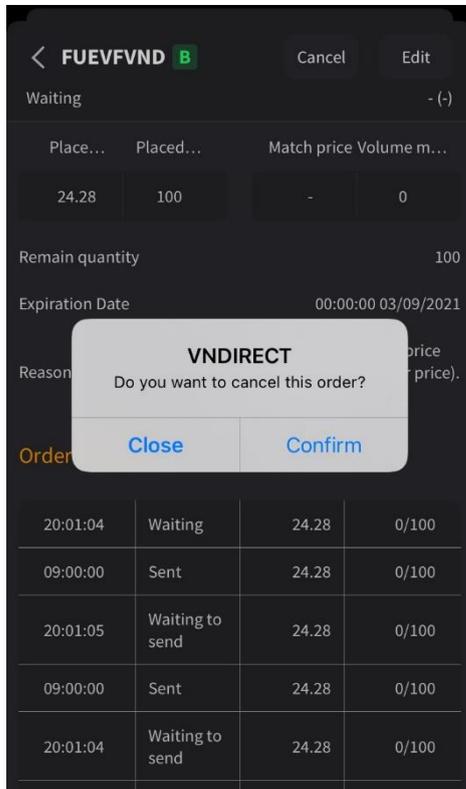
9.6. How to create the watchlist

Step 1: Tap here

Step 2: Tap here

Create name of watchlist and modify the watchlist:

Add watchlist

Test

Close   Add

Step 3: Create name
of watchlist, then tap Add

0000000009 - NGUYEN CHANH

Test

Step 4: Tab this watchlist.
Edit the name or delete
this watchlist if necessary

Add stocks in your watchlist:

Step 5: Add stocks that you are interested in

Step 6: Type symbol

The stocks in your watchlist will show up here
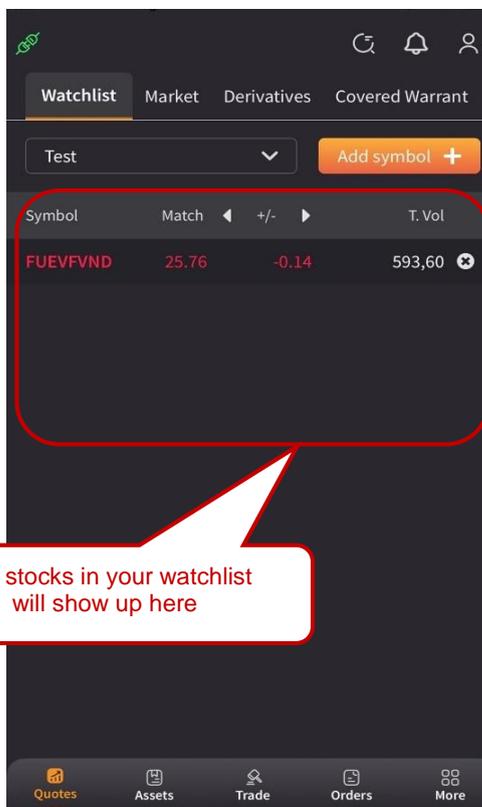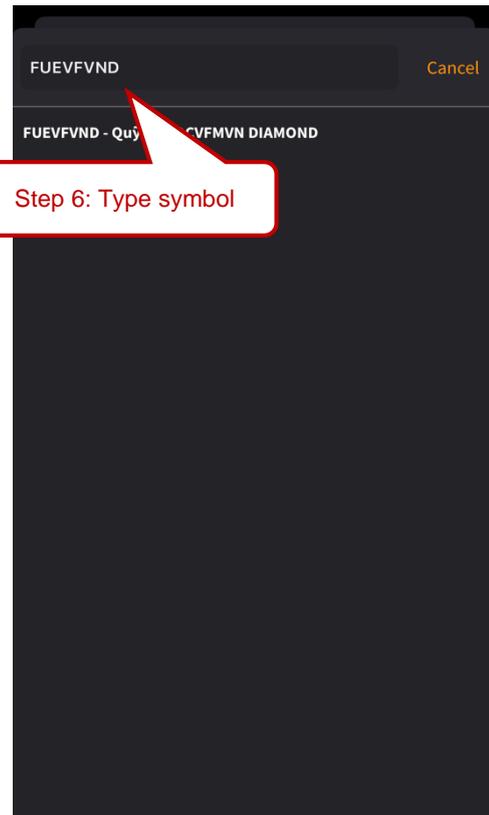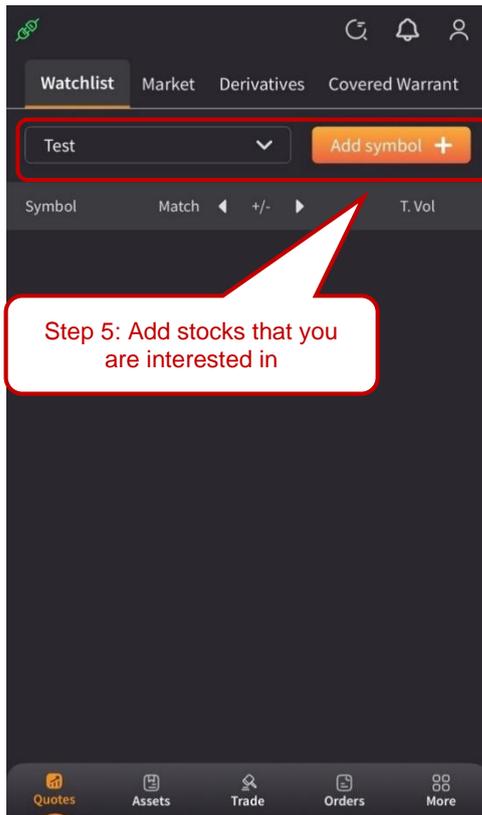
9.7. D-Stock Research Center

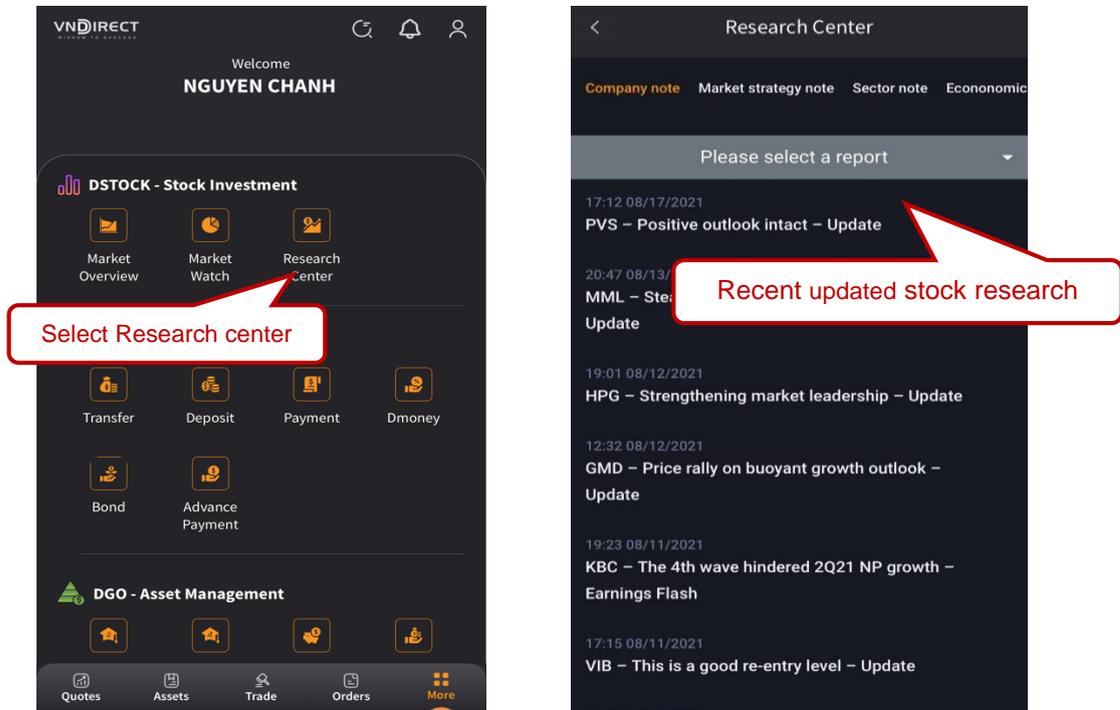Tap **More**, then click **Research Center** to read the recent updated stock research from **VNDIRECT**

- Company note
- Market strategy note
- Sector Note
- Economic -Event Note

For more detail about the stock, **tap stock symbol**, then it will demonstrate the details of the stock on **DSTOCK website** (market price, sector, company name, summary performance, D-rating, etc).