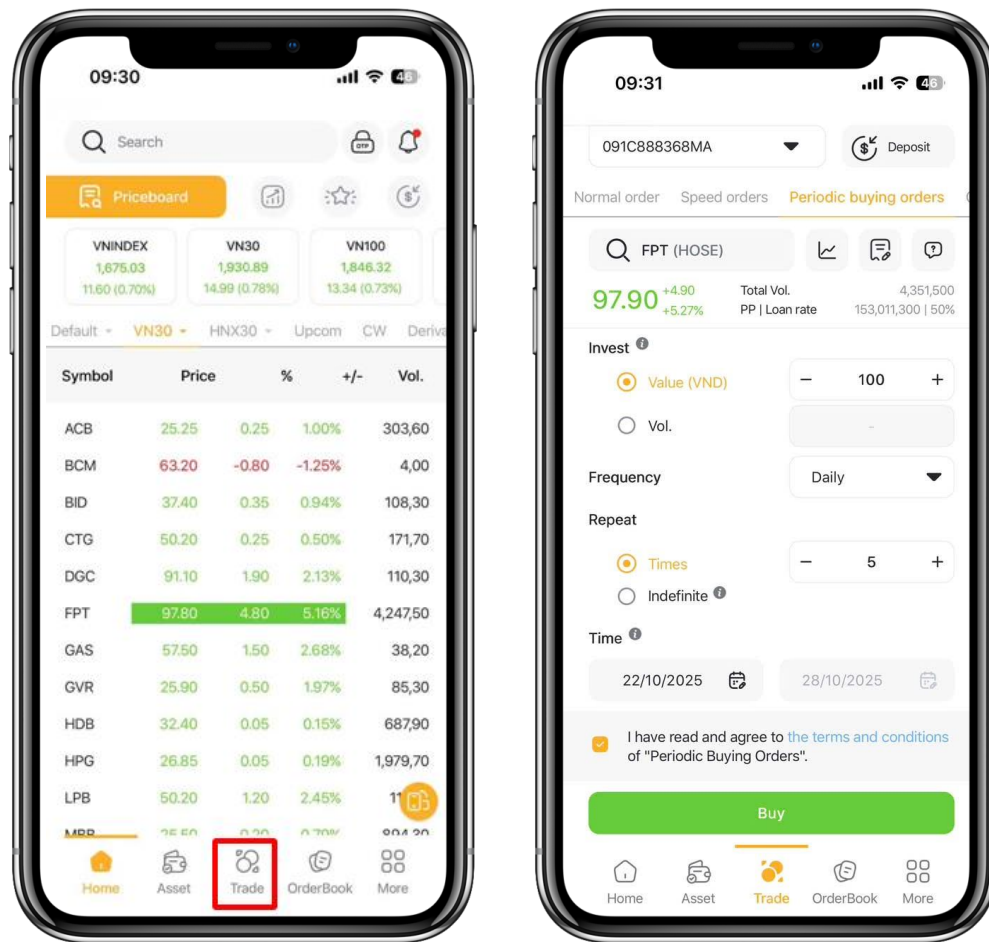


## INSTRUCTIONS TO PLACE PERIODIC PURCHASE ORDERS

- I. KB Buddy application
- II. KB Buddy WTS platform

# I. KB BUDDY

## 1. PLACE PERIODIC PURCHASE ORDER



### Step 1: Log in

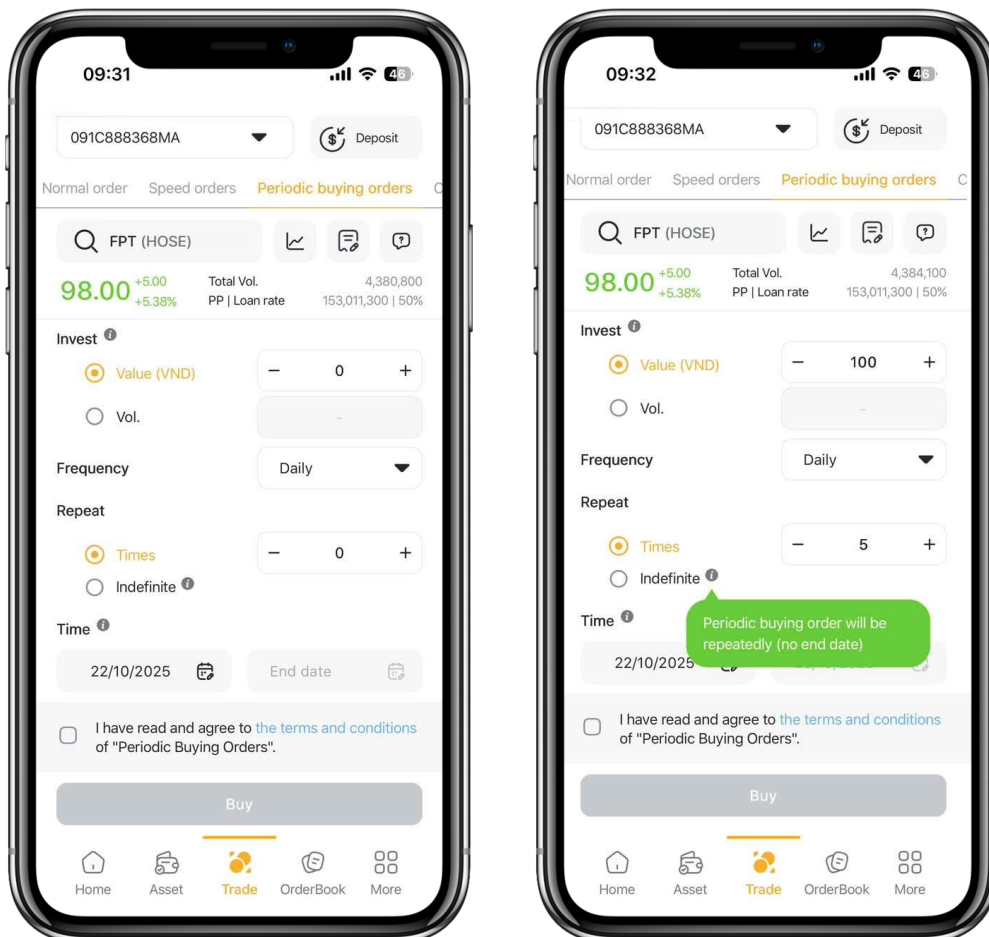
- Log in to KB Buddy application
- Select **Trade** and **Periodic buying orders**

### Step 2: Place a periodic purchase order

- Enter symbol
- **Invest:** enter **Value** or **Vol.** and enter the desired value amount. *Note: only one of the two fields can be selected. If you choose to invest by Vol, the entered volume must be a positive integer multiple of 100.*
- **Frequently:** select Daily/Weekly/Monthly.

# I. KB BUDDY

## 1. PLACE PERIODIC PURCHASE ORDER

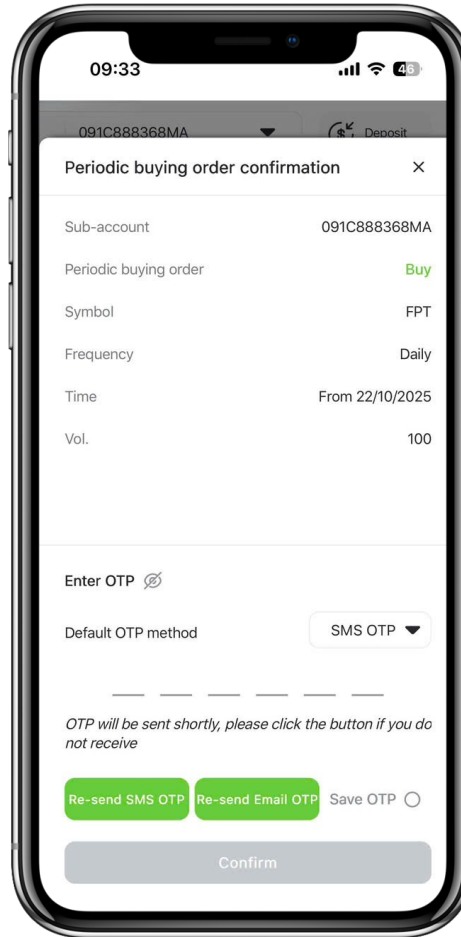
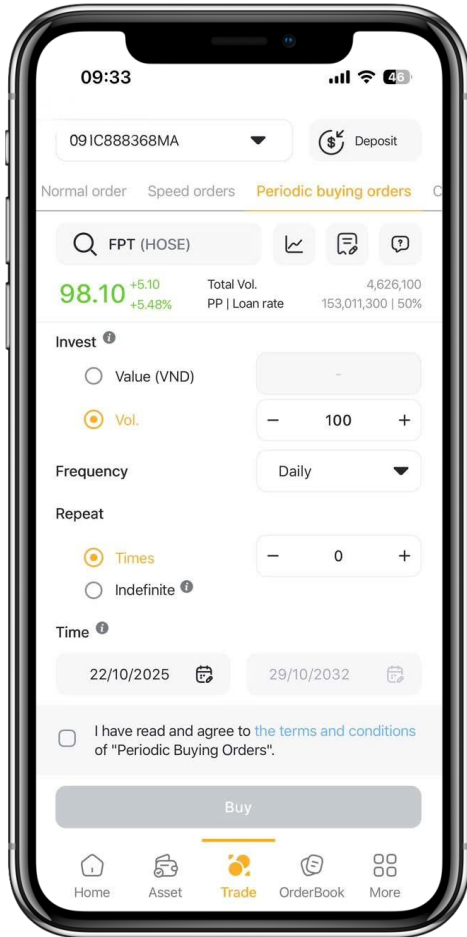


### Step 2: Periodic purchase order (continued)

- **Repeat:** select the **Number of times** or **Indefinite**. *Note: If you select Indefinite, the periodic purchase order will be repeated for 5 years from the start date of effect.*
- **Time:** enter Start date. The system will automatically calculate the End date based on the selected Frequency and the number of Times. *If you select Indefinite, the end date will be 5 years from the start date.*
- Check box "I have read and agree to the terms and conditions of Periodic buying orders"

# I. KB BUDDY

## 1. PLACE PERIODIC PURCHASE ORDER

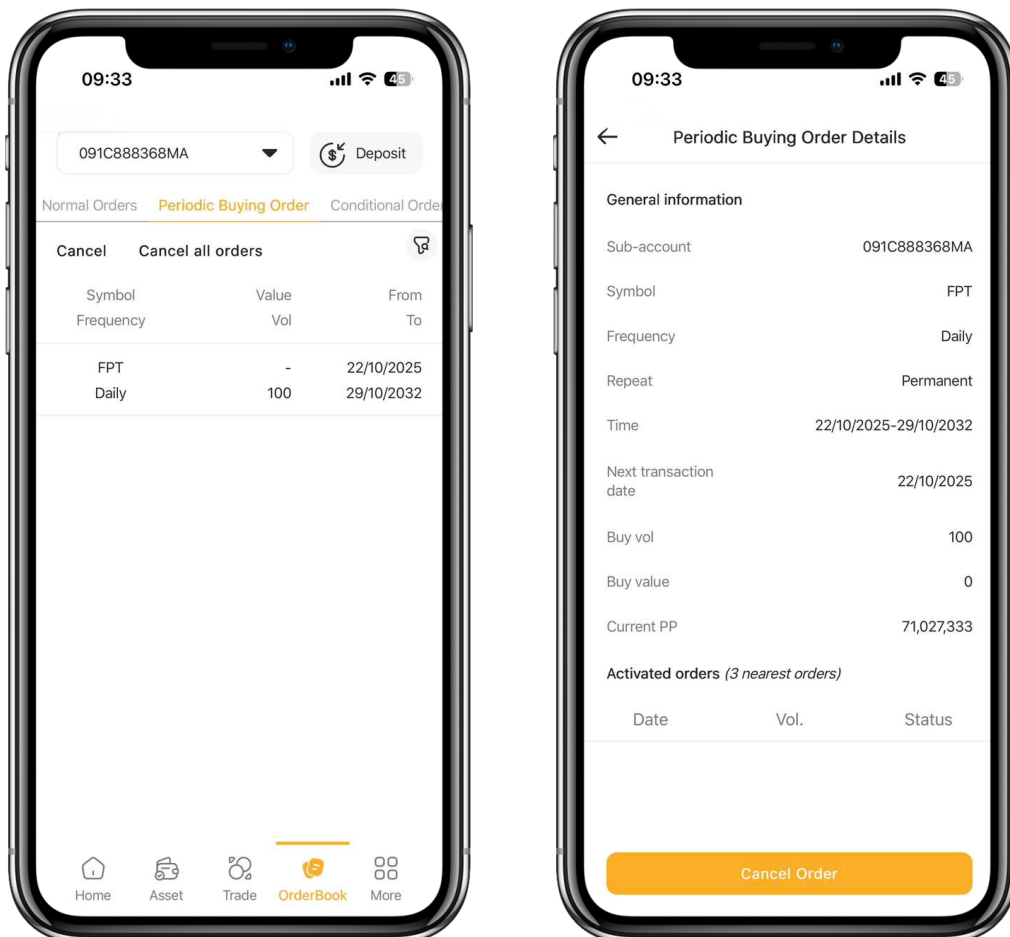


### Step 3: OTP authentication

- On the Periodic buying order confirmation, you recheck the information
- Enter OTP code
- Select **Confirm** to complete placing the periodic purchase order

# I. KB BUDDY

## 2. PERIODIC PURCHASE ORDER MANAGEMENT

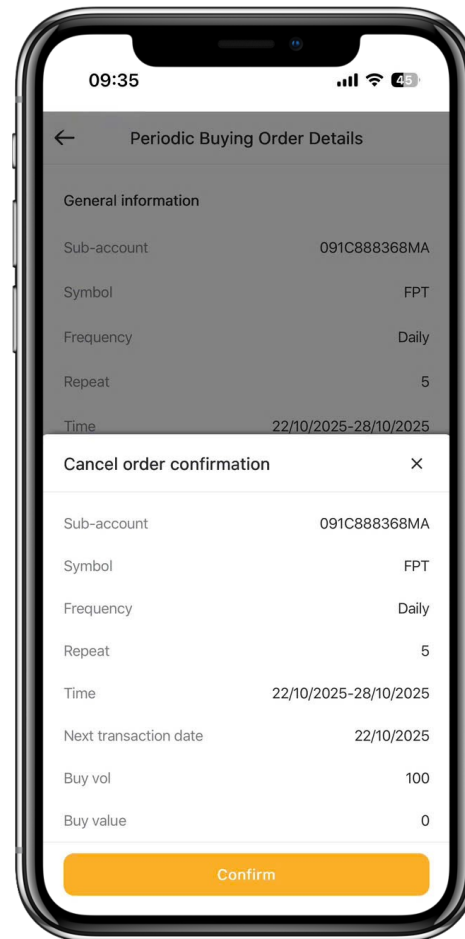
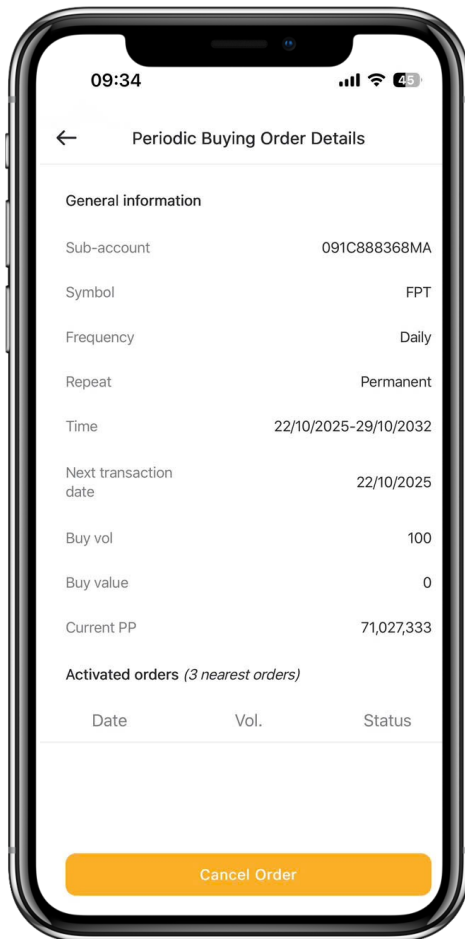


### Periodic purchase order management

- Select **Order book** section
- On **Periodic buying order**, you can view all the previously placed purchase orders. Select each order to view details.

# I. KB BUDDY

## 2. PERIODIC PURCHASE ORDER MANAGEMENT



### Cancel periodic purchase order

- On **Periodic buying order details**, select **Cancel order**
- Enter OTP and **Confirm** to complete

## II. KB BUDDY WTS

### 1. PLACE PERIODIC PURCHASE ORDER

The screenshot displays the KB Buddy WTS trading platform interface. The top navigation bar includes the logo, user information (KH KBSV 091C888368), and various settings. The main area is divided into several sections:

- Market Data:** Displays indices (VNINDEX, VN30, VN100, HNX) with their respective share counts, price changes, and volume.
- Order Book:** Shows the top trading volume and foreign trading volume for various stocks.
- Order Entry:** The 'Periodic buying Orders' section is highlighted with a red box. It includes fields for 'Enter symbol', 'Maximum Volume', 'Purchasing power', 'Loan Ratio', and 'RTT'. The 'Order by' dropdown is set to 'Order by volume'. The 'Frequency' dropdown is set to 'Daily'. The 'From' date is 22/10/2025, and the 'To' date is 'End Date'. The 'Repeat' dropdown is set to 'Times'. The 'Order Volume' field is empty. The 'I have read and agreed to the terms and conditions of Recurring Purchase Orders.' checkbox is checked. The 'Buy' button is visible.
- Speed Order - F2:** A button in the bottom-left corner is highlighted with a red box.

#### Step 1: Log in

- You log in to website <https://kbbuddywts.kbsec.com.vn/>
- Click **Speed Order – F2** in the bottom-left corner of the screen, select **Periodic buying orders**

## II. KB BUDDY WTS

### 1. PLACE PERIODIC PURCHASE ORDER

The screenshot displays the KB Buddy WTS trading platform interface. At the top, there's a header with the logo, news, and user information (KH KBSV 091C888368). Below the header, there are four market data panels for VNINDEX, VN30, VN100, and HNX, each showing a price chart and key statistics. To the right, there are two tables for 'Top Trading volume' and 'Top Foreign trading volume'. The main section shows a detailed order book for the selected symbol (FPT), with columns for Bid, Matched, and Asked orders. At the bottom, the 'Periodic buying Orders' form is visible, allowing users to set up recurring purchases for the selected symbol (FPT). The form includes fields for Order by (Volume/Value), Frequency (Daily/Weekly/Monthly), From/To dates, and a checkbox for agreeing to terms and conditions. A 'Buy' button is present at the bottom right of the form.

#### Step 2: Place Periodic purchase order

- On the order placement screen, enter **Symbol**.
- Choose to order by **Volume** and **Value**, enter the desired amount.

*Note: Only one of the two fields can be selected. If ordering by Volume, the entered volume must be a positive integer multiple of 100*



## II. KB BUDDY WTS

### 1. PLACE PERIODIC PURCHASE ORDER

The screenshot displays the KB Buddy WTS trading platform. The top section shows market indices (VNINDEX, VN30, VN100, HNX) and their performance. Below this, there are tabs for 'Top Trading volume' and 'Top Foreign trading volume'. The main area is a table of market data, including bid, matched, and asked prices for various stocks. At the bottom, the 'Periodic buying Orders' form is highlighted with a red box. This form includes fields for 'Order by' (set to 'Order by volume'), 'Frequency' (set to 'Daily'), 'From' date (22/10/2025), 'To' date (28/10/2025), 'Order Volume' (100), 'Repeat' (set to 'Times'), and a 'Buy' button. A checkbox for 'I have read and agreed to the terms and conditions of Recurring Purchase Orders.' is also present.

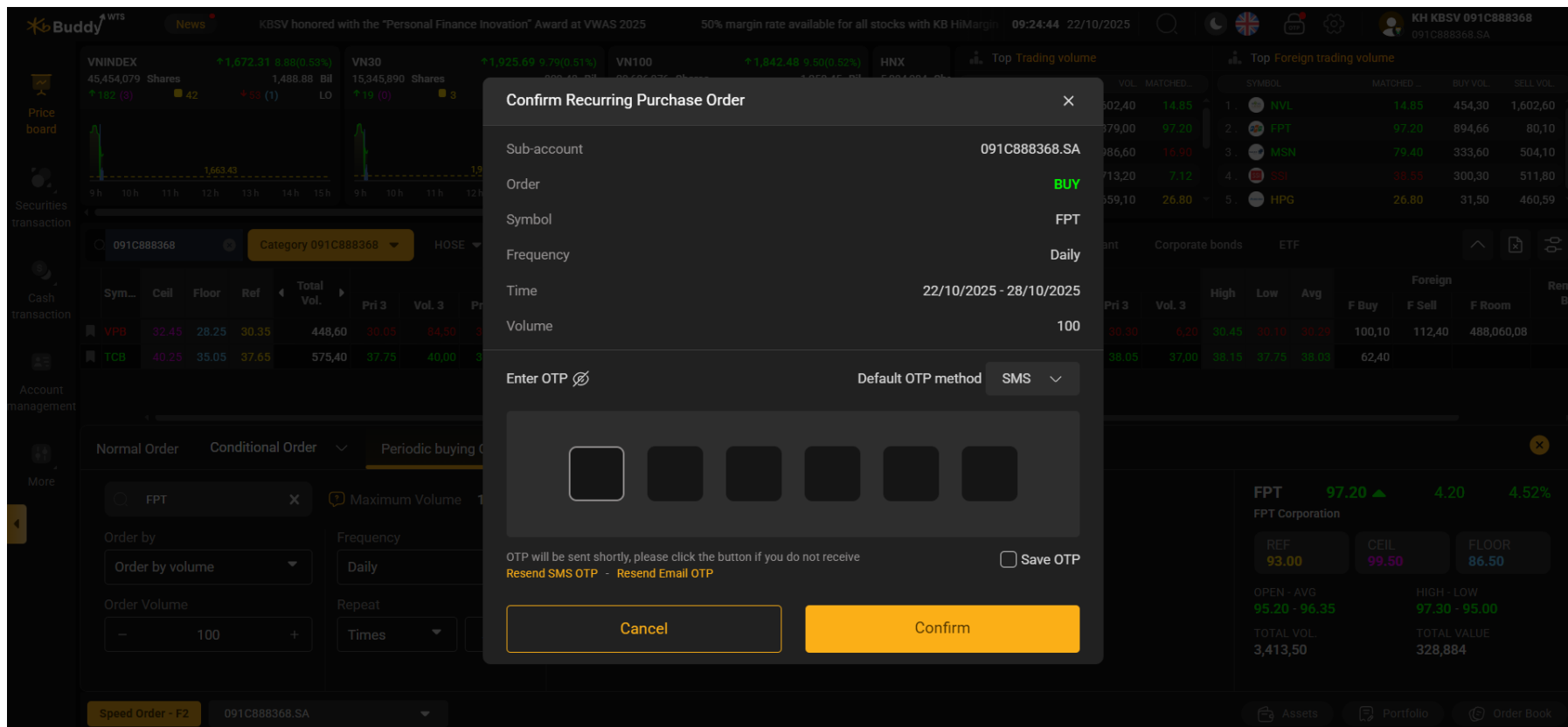
#### Step 2: Place Periodic purchase order (continued)

- **Frequently:** select Daily/Weekly/Monthly.
- **Repeat:** select Times or Indefinite. If you select Indefinite, the periodic purchase order will be repeated for 5 years from the start date of effect.
- From date: enter Start date.

- **To date:** The system will automatically calculate the End date based on the selected Frequently and the number of Times. *If you select Indefinite, the end date will be 5 years from the start date.*
- Check box "I have read and agree...". Select **"Buy"**.

## II. KB BUDDY WTS

### 1. PLACE PERIODIC PURCHASE ORDER



#### Step 3: OTP authentication

- On **Confirm recurring purchase order** screen, recheck the information
- Enter OTP code
- Click **Confirm** to complete

## II. KB BUDDY WTS

### 2. PERIODIC PURCHASE ORDER MANAGEMENT

The screenshot displays the KB Securities trading platform. On the left, a sidebar menu is open, showing 'Securities transaction' highlighted with a red box. Below it, the 'Order Book' option is also highlighted. The main area shows market data for VN30, VN100, and HNX indices, along with top trading and foreign trading volumes. The bottom of the screen features a 'Speed Order - F2' button and a dropdown menu for the account '091C888368.SA'.

#### Periodic purchase order management

- Click **Securities transaction**, select **Order book** and choose **Periodic buying management**
- Select symbol or duration time to view all previously placed purchase orders

## II. KB BUDDY WTS

### 2. PERIODIC PURCHASE ORDER MANAGEMENT

Regular order book   Periodic buying management   Conditional Order Management

Symbol: All   From Date: \_/\_/\_   To Date: \_/\_/\_   Frequency: All   Search

<input checked="" type="checkbox"/>	Symbol	Value	Volume	Frequency	Repeat	Effective time
<input checked="" type="checkbox"/>	FPT	0	100	Daily	5	06/10/2025 - 10/10/2025

Cancel selected order

Speed Order - F2   091C888368.SA   Assets   Portfolio   Order Book

#### Cancel Periodic purchase order

- On **Periodic buying management** screen, check cancelling order(s) & click **Cancel selected order**
- Enter OTP and click **Confirm** to complete

Thank you

