KB Securities

KB-ABLE WEB TRADING DERIVATIVE USER GUIDE

HN, 04 – 2020

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I. INTRODUCTION

1. Goal

This document is used to guide members of KBSV about the Web-trading derivative KB-ABLE
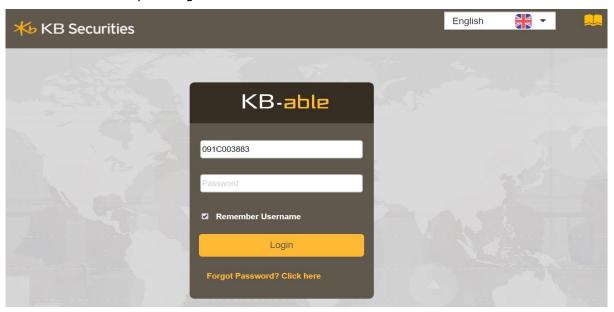
2. General description

This document describes online trading derivative functions working on KB-ABLE Channel.

II. USER ACCOUNT

1. Login to the system

- Access this link: **"kbable.kbsec.com.vn"**
- Access this system login screen:

Enter information:

➢ **Username**: Customers' trading accounts at KBSV.
➢ **Password**: Customers' account login password.
➢ **Remember username**: Remembering customers' usernames for the following login.
➢ After entering both Username and Password, click Enter or Click button Login

Login success: appear the screen to use for both Derivative and Stock

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> ➤ To go web trading online derivative: after **Login**, Customer choose Derivate sub-account (DS).

2. Forget Password

Description: Customers who forget their login password could reset the passwords on KB-ABLE system.

Step 1. Click **Forget Password? Click here** on the system login screen

Step 2. Enter the following information:

> ➤ Username: Customers' trading account number.
> ➤ ID/Passport No: Customers' ID number or Passport number.
> ➤ Mobile: Registered phone number for receiving notification.
> ➤ Email: Registered email for receiving notification.

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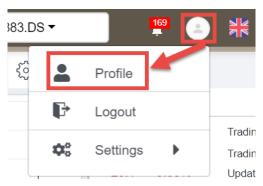**Step 3**. Click button Confirm

When the request is successful, the system will show a notification and send a new login password via email and SMS for customers.
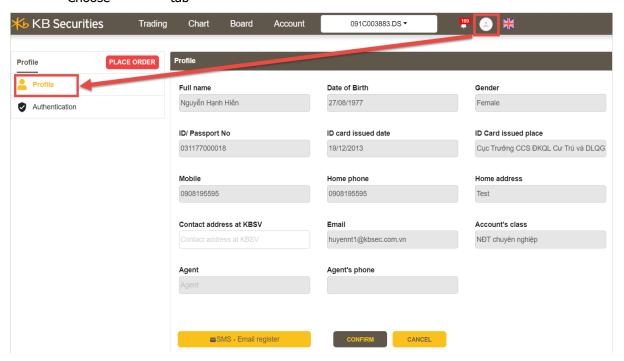
3.   Account information

Customers could see and change logging in account information by:

-    Choosing from

3.1. Account information

-    Choose Profile tab

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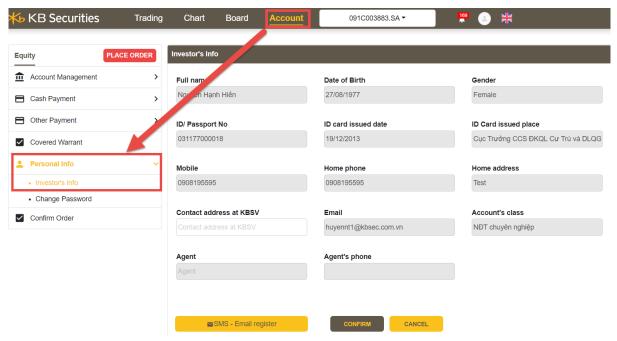
- Or on **Account** tab, choose **Personal Info/ Investor's Info**
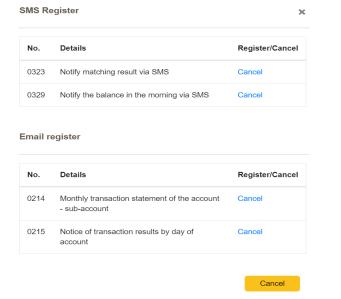
➢ Customers could only change information of address at

Contact address at KBSV

[Contact address at KBSV]

➢ Customers could cancel registered SMS or Email at **SMS - Email register**

SMS Register   ✕

No.	Details	Register/Cancel
0323	Notify matching result via SMS	Cancel
0329	Notify the balance in the morning via SMS	Cancel

Email register

No.	Details	Register/Cancel
0214	Monthly transaction statement of the account - sub-account	Cancel
0215	Notice of transaction results by day of account	Cancel

Cancel

➢ Click **Cancel** undesired SMS or Email from KBSV

- Click **CONFIRM** to complete.
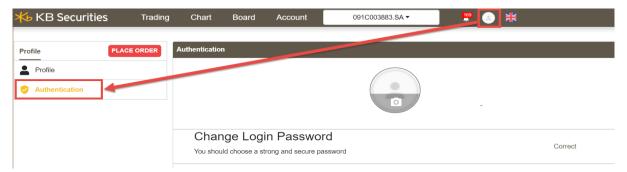
3.2. Change password

❖ Choose ⊘ Authentication tab

- Choosing ᶜᵒʳʳᵉᶜᵗ will appear account authentication screen
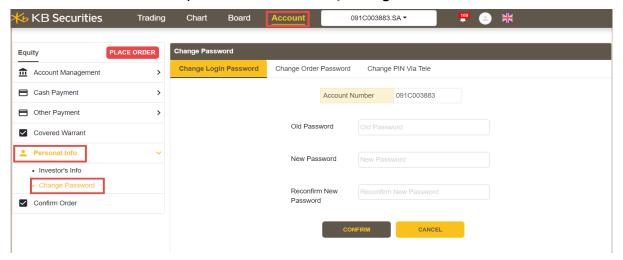
➢ Enter old password being used

➢ Enter new password wanted to be changed
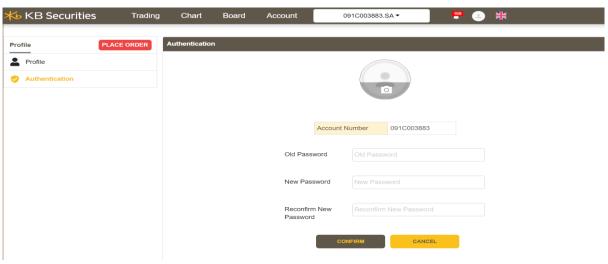
➢ Re-enter the new password

➢ Click CONFIRM to accomplish changing the password or CANCEL to remain the old password

❖ **Or on Account tab, choose Personal Info/ Change Password**
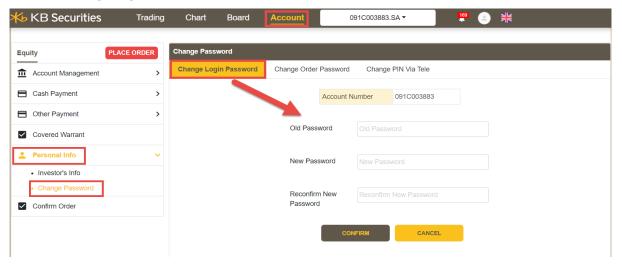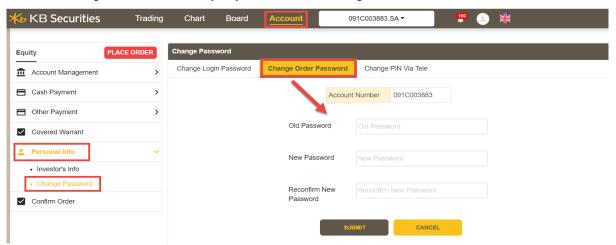
Changing password includes: Change Login Password, Change Order Password and Change PIN Via Tele

- Change Login Password
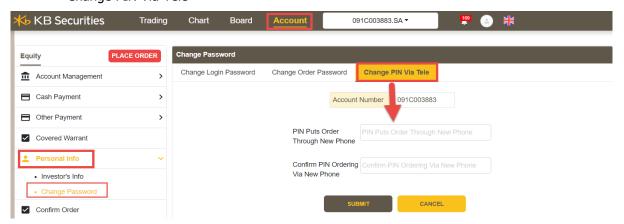
Enter information of the old password, the new password and the reconfirmed new password and click **CONFIRM** to accomplish changing login password.

- Change Order Password (PIN) – for accounts using PIN

Enter information of the old password, the new password and the reconfirmed new password and click **SUBMIT** to accomplish changing login password.

- Change PIN Via Tele

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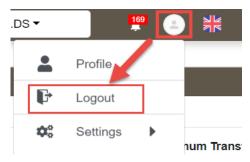
Enter the PIN puts order through new phone, confirmed PIM ordering via new phone and click SUBMIT to accomplish changing PIN via Tele
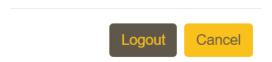
4. Logout

Step 1. Choosing from

Step 2. Appear a logout confirmation message
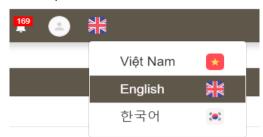
Step 3. Click Cancel to stay and continue using the web or Logout to exit the web

5. Change Language

- On Menu bar, click on symbol to show other available languages:
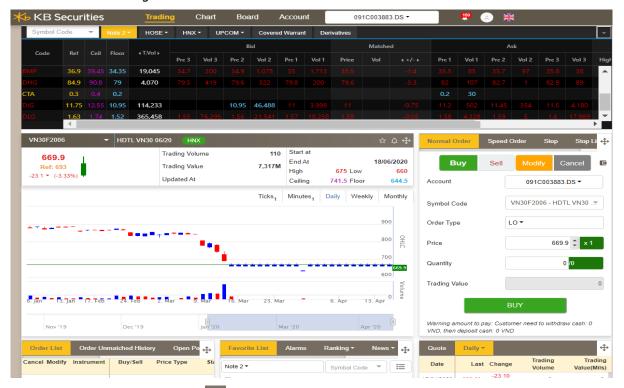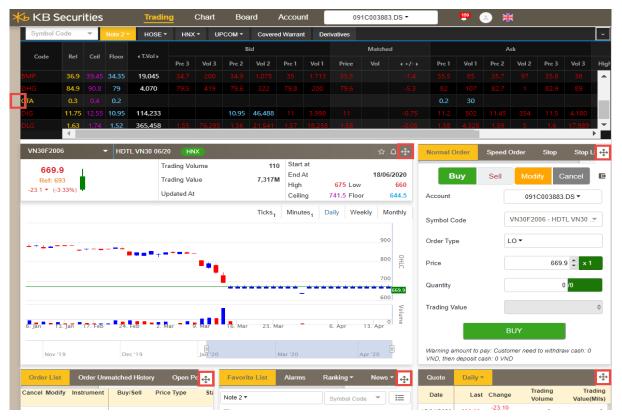
III. INTERFACE OVERVIEW

1. Trading Tab

The interface of trading tab

Customers could use the symbol at the corner of each tab by dragging to organize and move the tabs in a desired order.
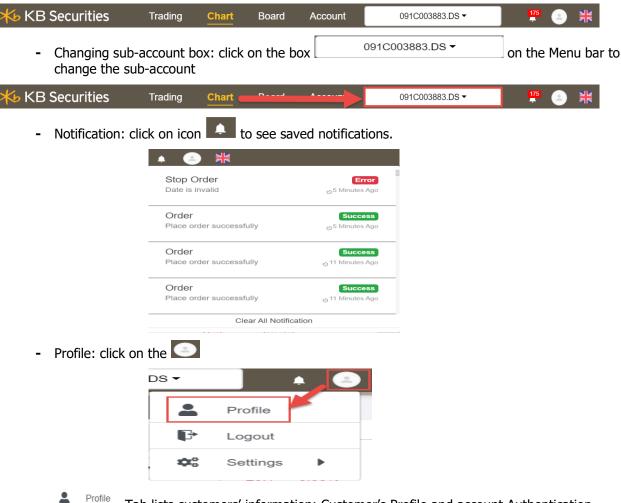
KB Securities
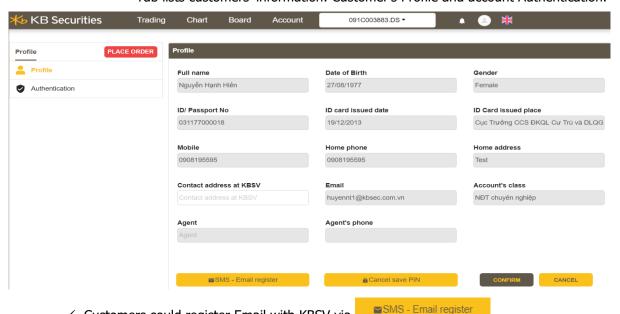
The interface comprises 8 main components:

1.1. Menu bar

Including: Trading, Chart, Board, Account, Profile and Language

- Changing sub-account box: click on the box ![091C003883.DS] on the Menu bar to change the sub-account

- Notification: click on icon 🔔 to see saved notifications.

- Profile: click on the 👤

- 👤 Profile   Tab lists customers' information: Customer's Profile and account Authentication.

✓ Customers could register Email with KBSV via ![SMS - Email register]
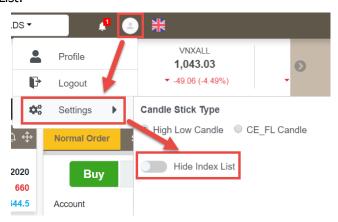
1.2. Index List

Choose Hide Index List:
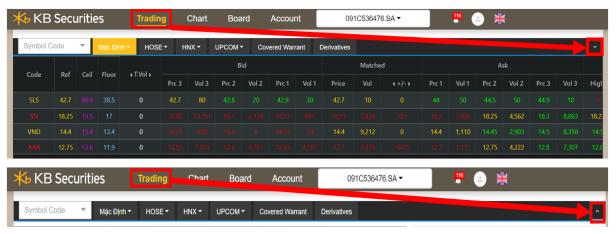
1.3. Board

Including board: HOSE, HNX, UPCOM, Covered Warrant, Derivatives

- Customers could choose [⌄] or [⌃] to hide or to show the board

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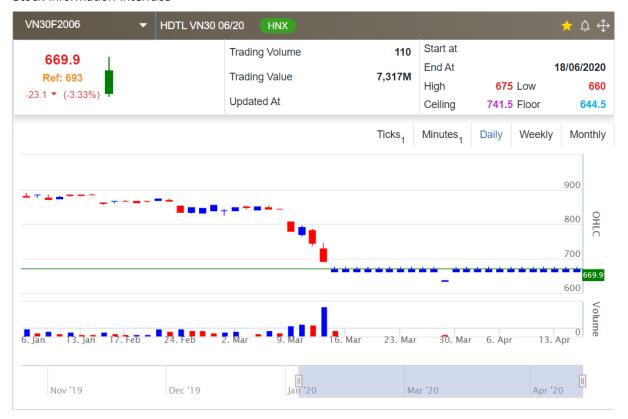
1.4. Stocks Settings, Alarms and Favorite List

Stock information interface

❖ **Choose a stock code**

When customers choose a stock code on this information tab, the stock code will automatically fill in its code in the order form and show a chart on the Chart tab.

❖ **Alarm settings**

Click on 🔔 at the top of the tab to set conditional alarms for chosen stock code.

VN30F2006 ▼	HDTL VN30 06/20	HNX		⭐ 🔔 ✥
669.9	Trading Volume	110	Start at	
Ref: 693	Trading Value	7,317M	End At	18/06/2020
-23.1 ▼ (-3.33%)	Updated At		High 675 Low	660
			Ceiling 741.5 Floor	644.5

Enter alarmed price or change rate and alarm options and click **Add New**

VN30F2006 ▼	HDTL VN30 06/20	HNX		⭐ ✥
669.9	Price	670.5 ▲▼ x 1	Change Rate	0.09 %
Ref: 693				
-23.1 ▼ (-3.33%)	Option	Once ▼	Back	Add New

Or drag the green line on the chart, move up and down to pick a desired price, the system will automatically update the change rate.
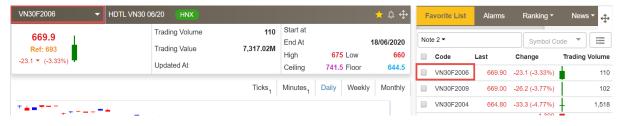
```
2020/01/06
● VN30F2006
Open: 881
High: 889.6
Low: 878
Close: 879
● Volume: 134
```

669.9

6. Jan   13. Jan   17. Feb   24. Feb   2. Mar   9. Mar   16. Mar   23. Mar   6. Apr   13. Apr

Succeeded alarm set up will pop up a notification and the new alarm will appear on "**Alarms**" tab

Favorite List	Alarms	Ranking ▼	News ▼	✥
Code	**Value**	**Current Price**	**Option**	
VN30F2004	780.00	664.80	ONCE	
VN30F2005	770.00		ONCE	
VN30F2006	670.00	669.90	ONCE	

Add Alarm Setting ✕

New alarm successfully created

❖ **Favorite List**

Click on ⭐ to pick chosen stock code into a **Favorite List**

VN30F2006 ▼	HDTL VN30 06/20	HNX			⭐ 🔔 ✥			
669.9	Trading Volume	110	Start at			**Favorite List**	Alarms Ranking ▼ News ▼	✥
Ref: 693	Trading Value	7,317.02M	End At	18/06/2020		Note 2 ▼	Symbol Code ▼ ☰	
-23.1 ▼ (-3.33%)	Updated At		High 675 Low	660		☐ **Code**	**Last** **Change** **Trading Volume**	
			Ceiling 741.5 Floor	644.5		☐ VN30F2006	669.90 -23.1 (-3.33%)	110
	Ticks₁ Minutes₁	Daily Weekly Monthly				☐ VN30F2009	669.00 -26.2 (-3.77%)	102
						☐ VN30F2004	664.80 -33.3 (-4.77%)	1,518

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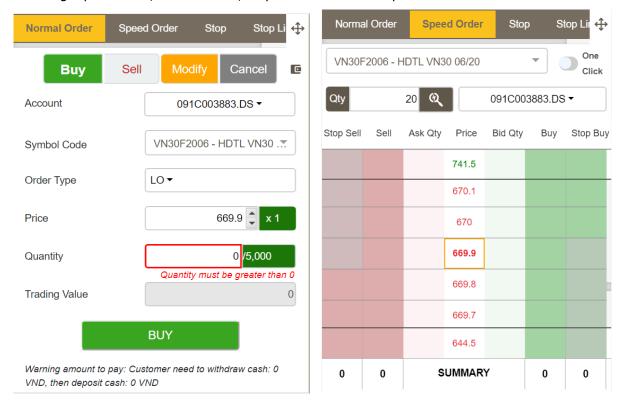
1.5. Order form

Including: Speed Order, Normal Order, Stop Order and Limit Stop Order.

1.6. Searching tab

Including: Order List, Wait To Match, Match Order List, Open Positions, Closed Positions, Stop Order History, Cash Balance, and Confirm Order.
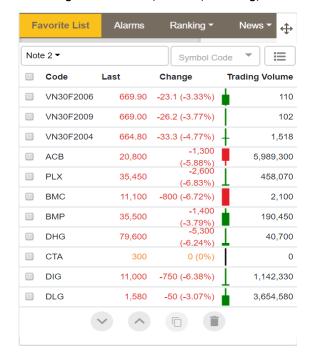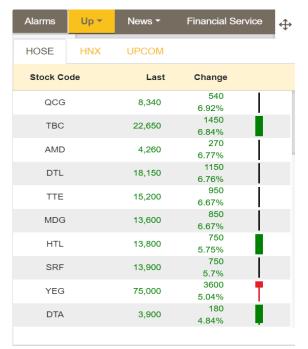
1.7. Favorite List, Alarms and Ranking tab
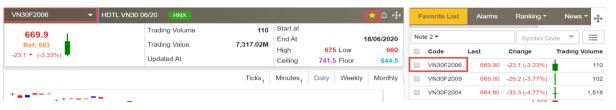
Including: Favorite List, Alarms, Ranking, News and Financial Services.

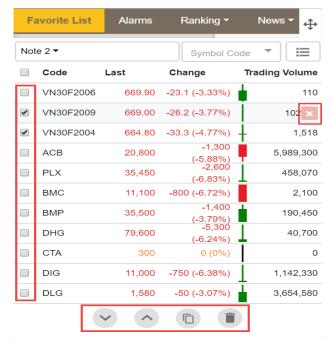| Favorite List	Alarms	Ranking ▾	News ▾	✛

Note 2 ▾	Symbol Code ▾	☰

☐	Code	Last	Change	Trading Volume
☐	VN30F2006	669.90	-23.1 (-3.33%)	110
☐	VN30F2009	669.00	-26.2 (-3.77%)	102
☐	VN30F2004	664.80	-33.3 (-4.77%)	1,518
☐	ACB	20,800	-1,300 (-5.88%)	5,989,300
☐	PLX	35,450	-2,600 (-6.83%)	458,070
☐	BMC	11,100	-800 (-6.72%)	2,100
☐	BMP	35,500	-1,400 (-3.79%)	190,450
☐	DHG	79,600	-5,300 (-6.24%)	40,700
☐	CTA	300	0 (0%)	0
☐	DIG	11,000	-750 (-6.38%)	1,142,330
☐	DLG	1,580	-50 (-3.07%)	3,654,580

Alarms	Up ▾	News ▾	Financial Service	✛

HOSE	HNX	UPCOM

Stock Code	Last	Change
QCG	8,340	540 6.92%
TBC	22,650	1450 6.84%
AMD	4,260	270 6.77%
DTL	18,150	1150 6.76%
TTE	15,200	950 6.67%
MDG	13,600	850 6.67%
HTL	13,800	750 5.75%
SRF	13,900	750 5.7%
YEG	75,000	3600 5.04%
DTA	3,900	180 4.84%

❖ **Favorite List:**

Enter the stock code at **Symbol Code** to bring it into the favorite list

VN30F2006 ▾	HDTL VN30 06/20	HNX	⭐ 🔔 ✛

669.9 Ref: 693 -23.1 ▾ (-3.33%)	Trading Volume	110	Start at	
	Trading Value	7,317.02M	End At	18/06/2020
			High	675 Low 660
	Updated At		Ceiling	741.5 Floor 644.5

Ticks₁ Minutes₁ Daily Weekly Monthly

Favorite List	Alarms	Ranking ▾	News ▾	✛

Note 2 ▾	Symbol Code ▾	☰

☐	Code	Last	Change	Trading Volume
☐	VN30F2006	669.90	-23.1 (-3.33%)	110
☐	VN30F2009	669.00	-26.2 (-3.77%)	102
☐	VN30F2004	664.80	-33.3 (-4.77%)	1,518

Organize, copy and delete favorite list:

Favorite List	Alarms	Ranking ▾	News ▾	✛

Note 2 ▾	Symbol Code ▾	☰
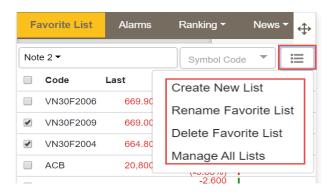
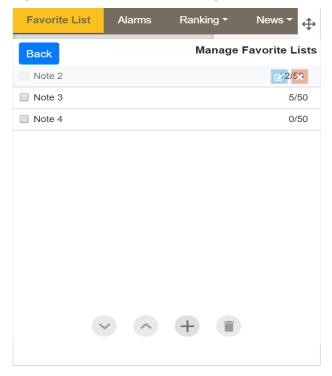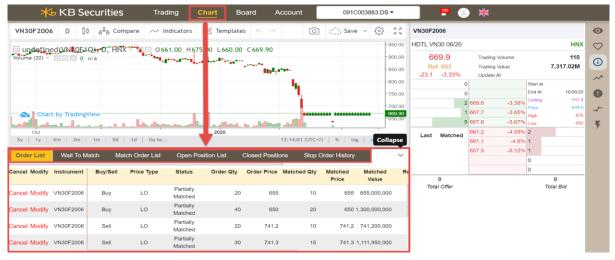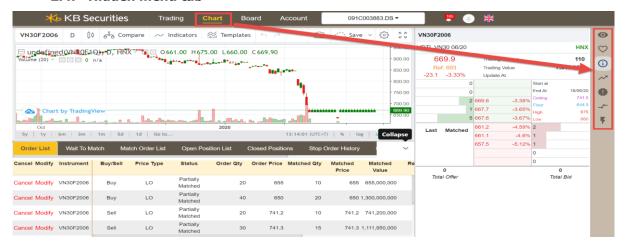| ☐	Code	Last	Change	Trading Volume
☐	VN30F2006	669.90	-23.1 (-3.33%)	110
☑	VN30F2009	669.00	-26.2 (-3.77%)	102 ✕
☑	VN30F2004	664.80	-33.3 (-4.77%)	1,518
☐	ACB	20,800	-1,300 (-5.88%)	5,989,300
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☐	BMC	11,100	-800 (-6.72%)	2,100
☐	BMP	35,500	-1,400 (-3.79%)	190,450
☐	DHG	79,600	-5,300 (-6.24%)	40,700
☐	CTA	300	0 (0%)	0
☐	DIG	11,000	-750 (-6.38%)	1,142,330
☐	DLG	1,580	-50 (-3.07%)	3,654,580

- ✓ Tick the ☐ to choose a symbol
- ✓ Click ⌄ to move the symbol to the bottom of the list
- ✓ Click ⌃ to move the symbol to the top of the list or drag up and down the symbol code
- ✓ Click ⧉ to copy the symbol code to a different favorite list
- ✓ Click 🗑 to delete the symbol code or click ✕

Manage Favorite List

- ✓ Click ☰ to appear Create New List, Rename Favorite List, Delete Favorite List and Manage All Lists.
- ✓ Click **Manage All Lists** to access the Manage Favorite Lists

- ✓ Click the ☐ to select a List
- ✓ Click ⌄ to move the List to the bottom
- ✓ Click ⌃ to move the List to the top or drag up and down the List.
- ✓ Click ➕ to add new Lists
- ✓ Click 🗑 to delete the List or click ✕
- ✓ Click 📝 to change the name of the List

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❖ **Alarms**
- In the Alarms tab

- Choose a stock code and click to change the condition for the alarms. Click **Update** to accomplish.
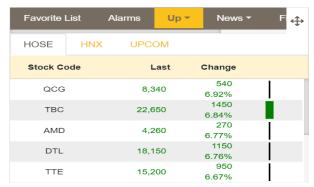
- Click to delete the Alarm

❖ **Ranking:**

Stock is ranked up or down according to different stock exchanges.

❖ **News:**

Including: Symbol News, Favorite News and Market News

- Symbol News: news of the stock code
- Favorite News: news related to stocks code in the Favorite List
- Market News: market related news

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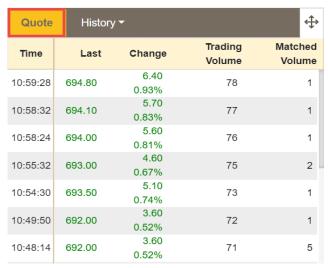
❖ **Financial Services:**

Financial services information of KBSV: Margin list and Margin rate.

No.	Stock Code	Symbol Name	KB-Margin	KB-Topup
1	AAA	Cổ phiếu CTCP Nhựa và Môi trườ…	0	50
2	AAV	Cổ phiếu Công ty cổ phần Việt Tiên S…	30	30
3	ACB	Cổ phiếu Ngân hàng TMCP Á Châu	0	50
4	ACL	Công ty Cổ phần Xuất Nhập Khẩ…	40	40
5	ACV	Cổ phiếu Tổng Công ty Cảng hà…	0	45
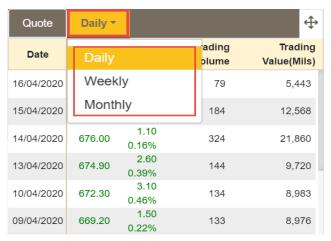
1.8. Quote, History and Foreigner tab

❖ **Quote:** shows stock codes' matched information on the market during the day including: Time, Last, Change, Trading Volume and Matched Volume.

Quote	History ▼			
Time	**Last**	**Change**	**Trading Volume**	**Matched Volume**
10:59:28	694.80	6.40 0.93%	78	1
10:58:32	694.10	5.70 0.83%	77	1
10:58:24	694.00	5.60 0.81%	76	1
10:55:32	693.00	4.60 0.67%	75	2
10:54:30	693.50	5.10 0.74%	73	1
10:49:50	692.00	3.60 0.52%	72	1
10:48:14	692.00	3.60 0.52%	71	5

❖ **History:**

Indicates trading history of the stock code including: Date, Last, Change, Trading Volume and Trading Value by days, weeks and months.

Quote	Daily ▼		rading olume	Trading Value(Mils)
Date	**Daily**			
16/04/2020	Weekly		79	5,443
15/04/2020	Monthly		184	12,568
14/04/2020	676.00	1.10 0.16%	324	21,860
13/04/2020	674.90	2.60 0.39%	144	9,720
10/04/2020	672.30	3.10 0.46%	134	8,983
09/04/2020	669.20	1.50 0.22%	133	8,976

Back to table of contents
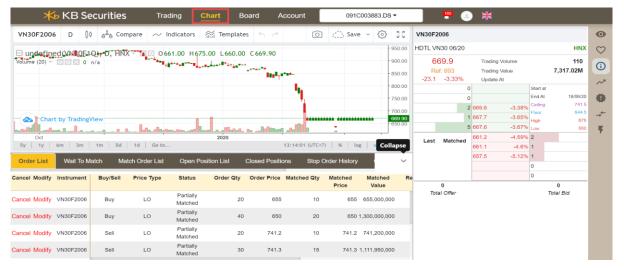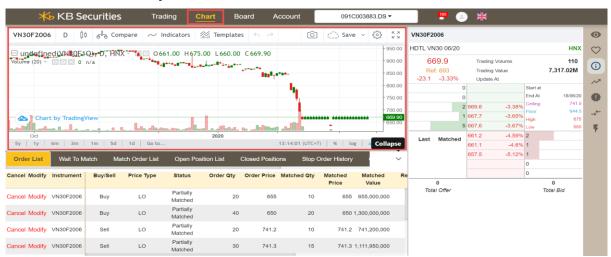
2. Chart Tab

2.1. Interface

2.2. Chart of a symbol code

2.3. Search tab

Including: Order List, Wait To Match, Match Order List, Open Position List, Closed Positions, Stop Order History, Cash Balance, and Confirm Order.
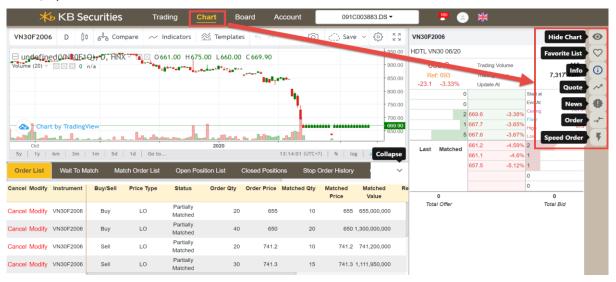
2.4. Hidden menu tab
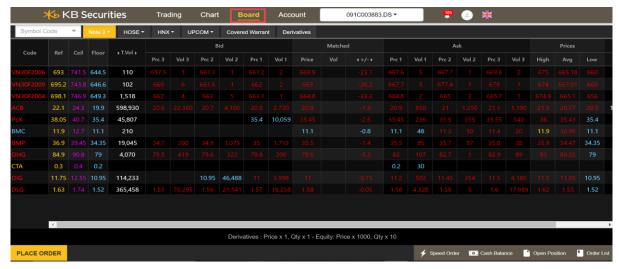
Including symbols: when click symbols to showing forms: Hide Chart; Favorite List; Info; Quote; News; Order; Speed order:

3. Board Tab

3.1. Interface

Including: Mặc định, HOSE, HNX, UPCOM, Covered Warrant and Derivatives
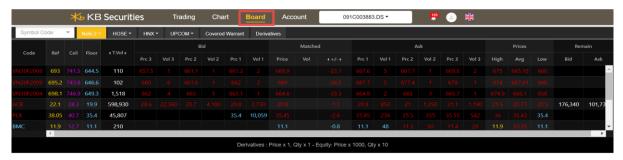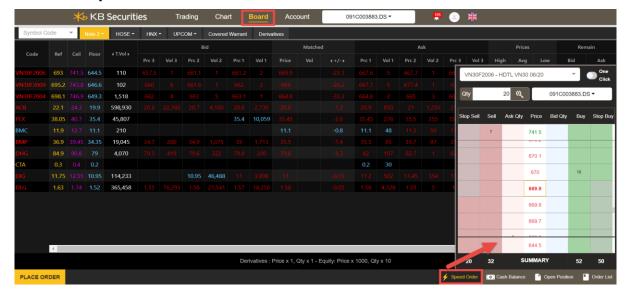
3.2. Normal Order form on Board tab
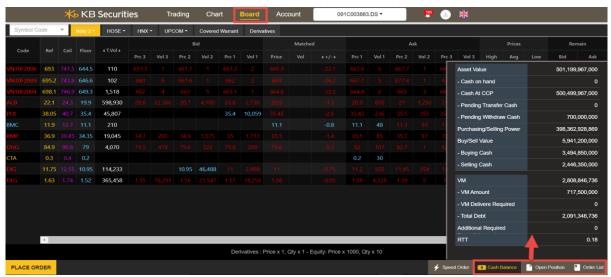
3.3. Speed Order form on Board tab

3.4. Cash Balance, Open Positions and Order List
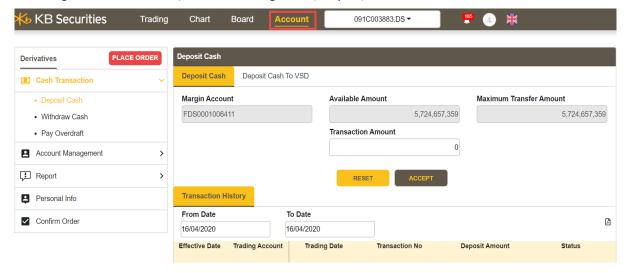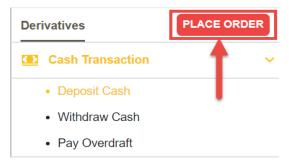
4. Account Tab

4.1. Interface

Including: Cash Transaction, Account Management, Report, and Personal Info and Confirm Order:
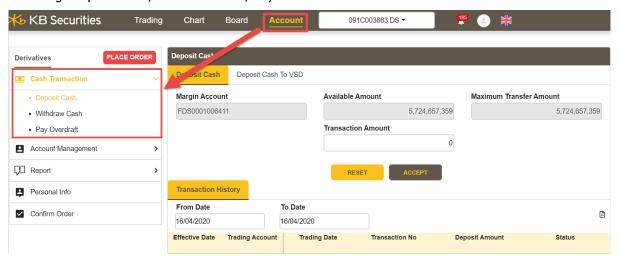
4.2. Place Order on Account tab

4.3. Cast Transaction

Including: Deposit Cash, Withdraw Cash, Pay Overdraft

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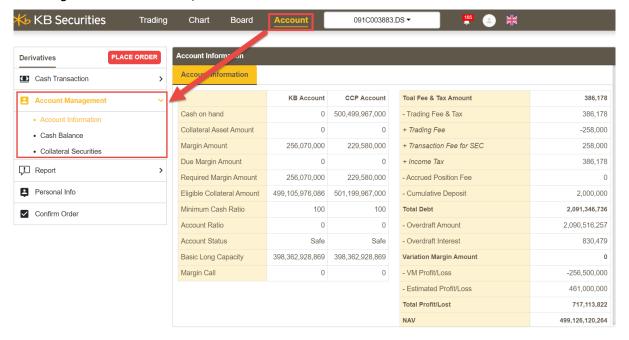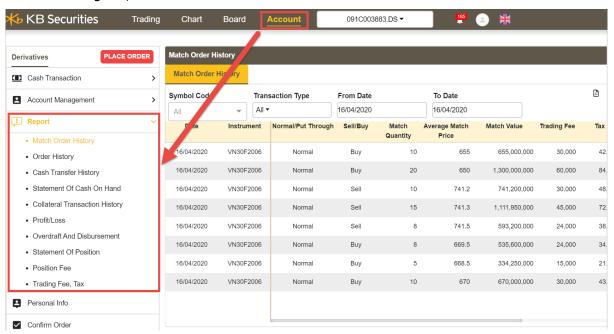
4.4. Account Management

Including Account Information, Cash Balance and Collateral Securities

	KB Account	CCP Account		
Cash on hand	0	500,499,967,000	Toal Fee & Tax Amount	386,178
Collateral Asset Amount	0	0	- Trading Fee & Tax	386,178
Margin Amount	256,070,000	229,580,000	+ Trading Fee	-258,000
Due Margin Amount	0	0	+ Transaction Fee for SEC	258,000
Required Margin Amount	256,070,000	229,580,000	+ Income Tax	386,178
Eligible Collateral Amount	499,105,976,086	501,199,967,000	- Accrued Position Fee	0
Minimum Cash Ratio	100	100	- Cumulative Deposit	2,000,000
Account Ratio	0	0	Total Debt	2,091,346,736
Account Status	Safe	Safe	- Overdraft Amount	2,090,516,257
Basic Long Capacity	398,362,928,869	398,362,928,869	- Overdraft Interest	830,479
Margin Call	0	0	Variation Margin Amount	0
			- VM Profit/Loss	-256,500,000
			- Estimated Profit/Loss	461,000,000
			Total Profit/Lost	717,113,822
			NAV	499,126,120,264

4.5. Report

Including: Match Order History, Order History, Cash Transfer History, Statement of Cash On Hand, Collateral Transaction History, Profit/Loss, Overdraft and Disbursement, Statement of Position, Position Fee and Trading Fee, Tax.

Match Order History

Date	Instrument	Normal/Put Through	Sell/Buy	Match Quantity	Average Match Price	Match Value	Trading Fee	Tax
16/04/2020	VN30F2006	Normal	Buy	10	655	655,000,000	30,000	42
16/04/2020	VN30F2006	Normal	Buy	20	650	1,300,000,000	60,000	84
16/04/2020	VN30F2006	Normal	Sell	10	741.2	741,200,000	30,000	48
16/04/2020	VN30F2006	Normal	Sell	15	741.3	1,111,950,000	45,000	72
16/04/2020	VN30F2006	Normal	Sell	8	741.5	593,200,000	24,000	38
16/04/2020	VN30F2006	Normal	Buy	8	669.5	535,600,000	24,000	34
16/04/2020	VN30F2006	Normal	Buy	5	668.5	334,250,000	15,000	21
16/04/2020	VN30F2006	Normal	Buy	10	670	670,000,000	30,000	43

4.6. Personal Info

4.7. Confirm Order
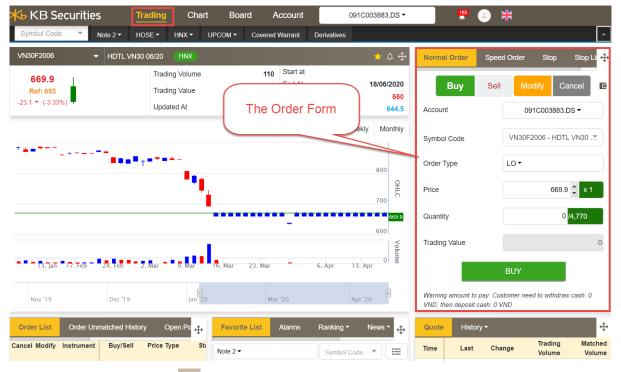
IV. FUNCTIONS DETAILS

1. Buy/Sell Normal Order
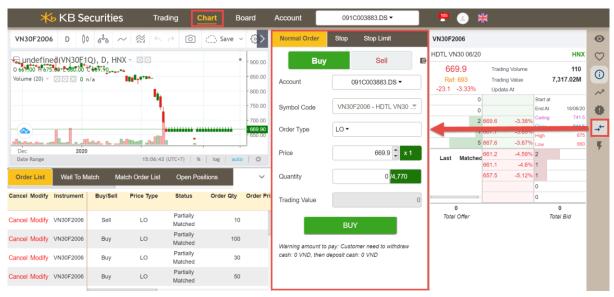
1.1. Place order

Customers could place normal order on tabs including:

- Transaction tab

- Chart tab: click on to view the order form:
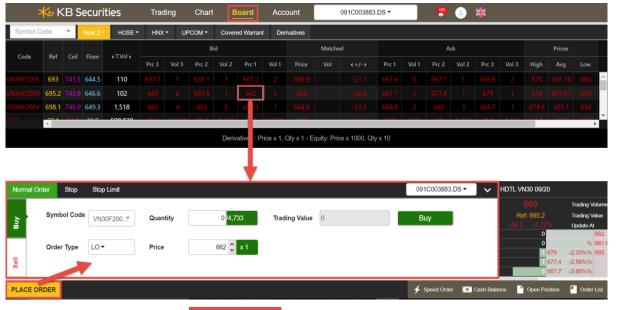
- Board tab: click on the symbol code on the board or the **PLACE ORDER** button
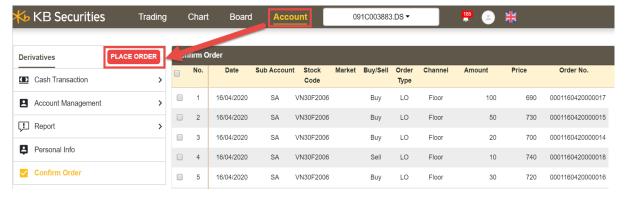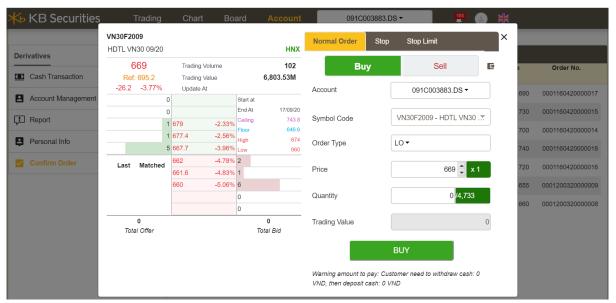
- Account tab: click on **PLACE ORDER**

Ordering screen appears
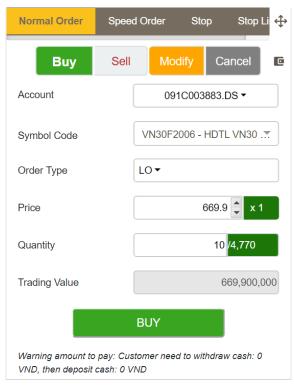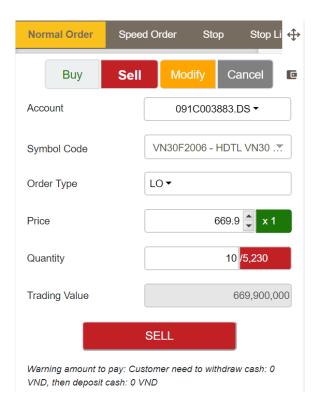
❖ **Instructions to place an order**
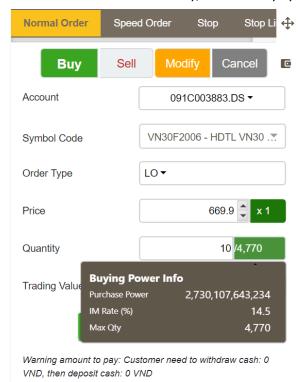
Step 1. Choose a sub-account for placing order

Step 2. Choose a symbol code for placing order

Step 3. Choose an order type from Combo box:
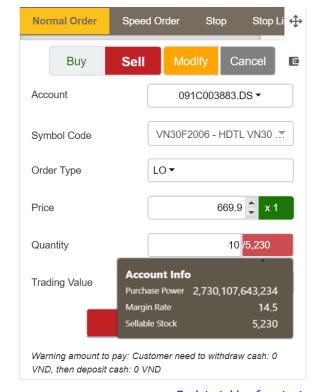
Step 4. Enter Price and Quantity

➢ Information of Buy/Sell Order by symbol code
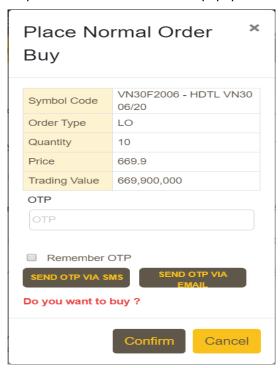
> ➢ Quantity: 2 ways to enter quantity:
> > o Fill in the number
> > o Using the recommendation box from the system
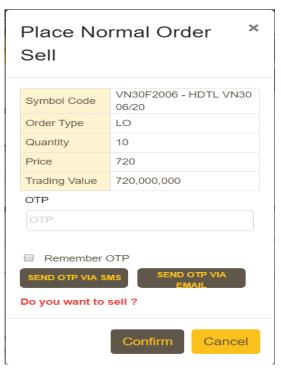
Quantity				|10|/4,770		
1	2	3	4	5	6	7
8	9	10	15	20	25	30
35	40	45	50	75	100	150
200	250	300	350	400	450	500

Quantity				|10|/5,230		
1	2	3	4	5	6	7
8	9	10	15	20	25	30
35	40	45	50	75	100	150
200	250	300	350	400	450	500

> ➢ Price: 2 ways to enter price:
> > o Fill in the number
> > o From the price filled by the system, using a icon ⏶⏷ to increase or decrease the order price by the price tick set by each stock exchange.

> ➢ Trading value: value of the order

Step 5. Click **BUY** or **SELL** to popup a confirmation form

Place Normal Order Buy ✕

Symbol Code	VN30F2006 - HDTL VN30 06/20
Order Type	LO
Quantity	10
Price	669.9
Trading Value	669,900,000

OTP

[OTP]

☐ Remember OTP

SEND OTP VIA SMS   **SEND OTP VIA EMAIL**

Do you want to buy ?

Confirm   **Cancel**

Place Normal Order Sell ✕

Symbol Code	VN30F2006 - HDTL VN30 06/20
Order Type	LO
Quantity	10
Price	720
Trading Value	720,000,000

OTP

[OTP]

☐ Remember OTP

SEND OTP VIA SMS   **SEND OTP VIA EMAIL**

Do you want to sell ?

Confirm   **Cancel**

Step 6. Enter PIN or OTP and select **Confirm** to place the order or **Cancel** to cancel the order. If the order is placed successfully, a notification will appear:

Order ✕
Place order successfully
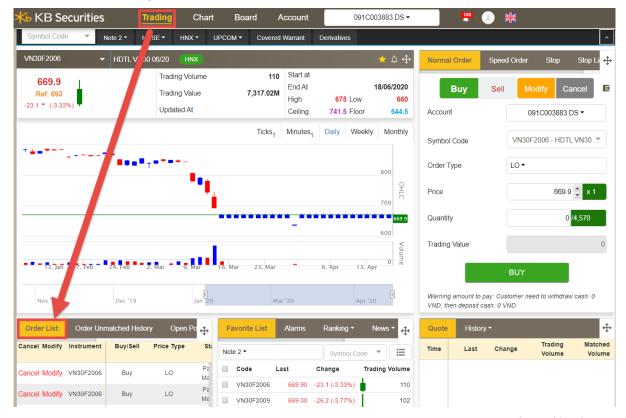
1.2. Modify order

- Customers could modify normal order on Trading tab and Order List (which is on Trading Tab, Chart tab and Board tab)

- Trading tab: choose the Order section:
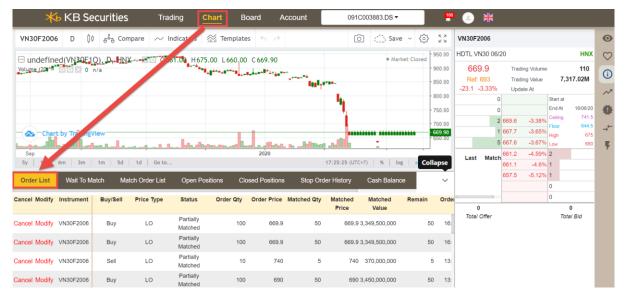
- At Order List on Trading, Chart and Board tab:
  - Trading tab
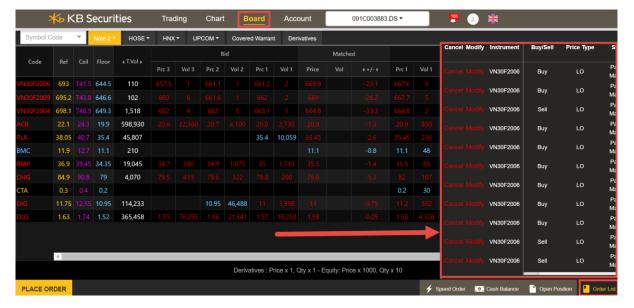
Chart tab

Board tab

KB Securities
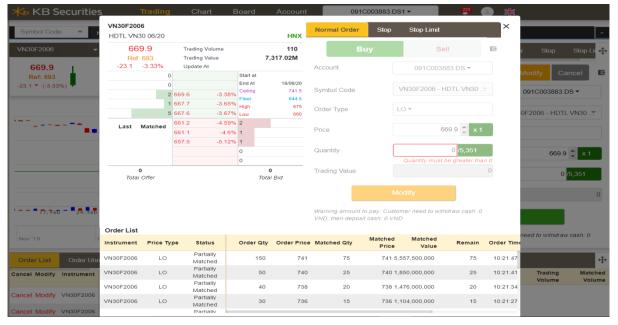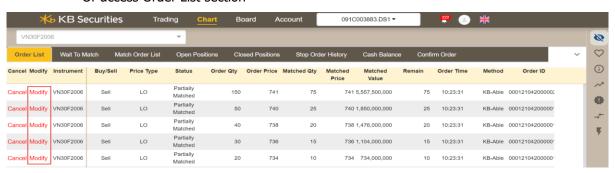
- **Instruction to modify LO order**
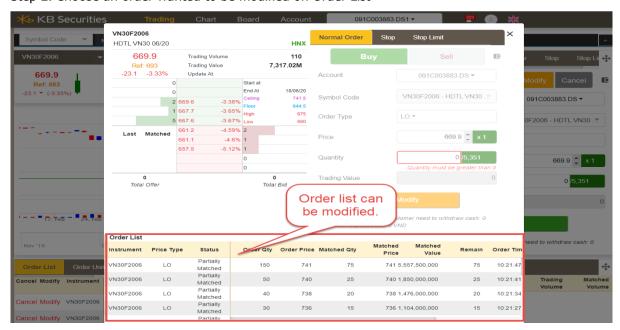
Step 1. Click **Modify** on Order box on trading tab to show edit screen.

✓ Or access Order List section

Step 2. Choose an order wanted to be modified on Order List
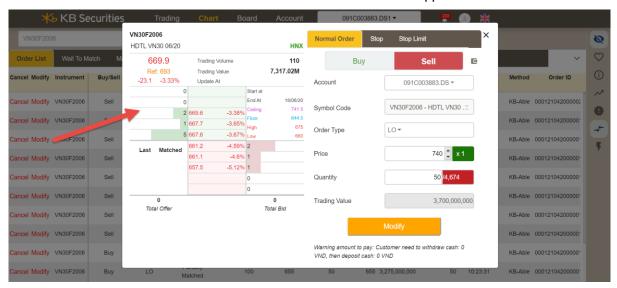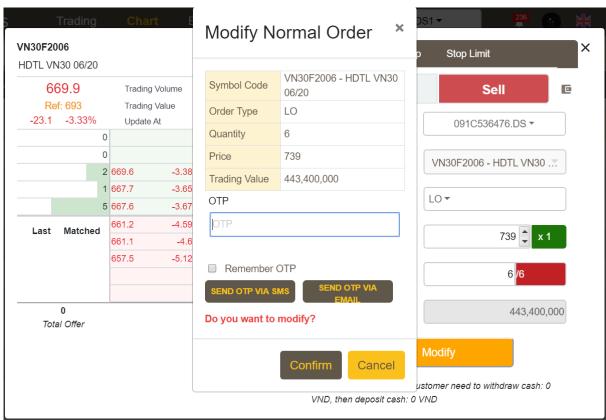
Or search for the order wanted to be modified and then click ^{Modify} to appear the edit screen
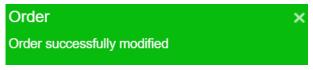
Step 3. Change a desired price and quantity and click to popup a confirmation form.

Step 4. After entering the PIN/OTP, click on **Confirm** to modify the order or **Cancel** to cancel the order being modified.

Step 5. If it succeeds, a message will appear:

Order
Order successfully modified
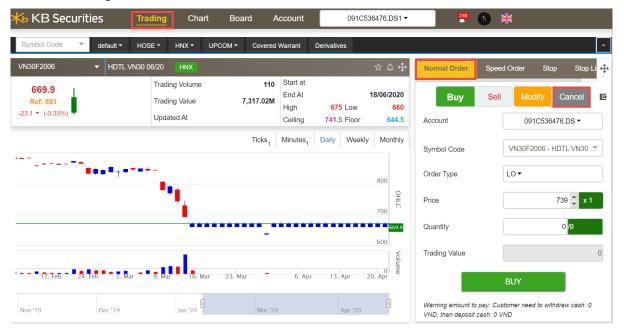
1.3. Cancel orders
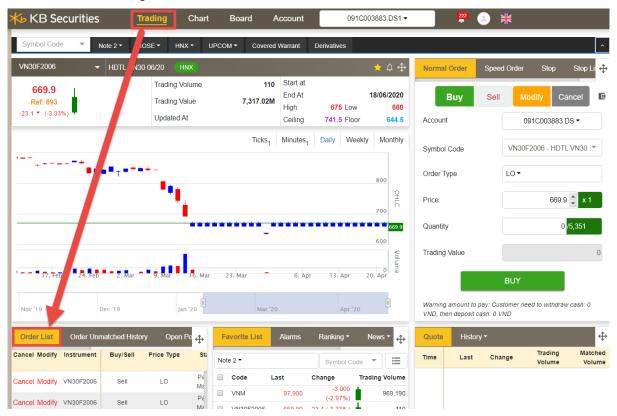
Customers could cancel existed normal order on Trading tab and Order List (which is on Trading tab, Chart tab and Board tab)

- Trading tab: choose Order section:

Or from Order List on Trading, Chart and Board tab:

➕ Trading tab

KB Securities
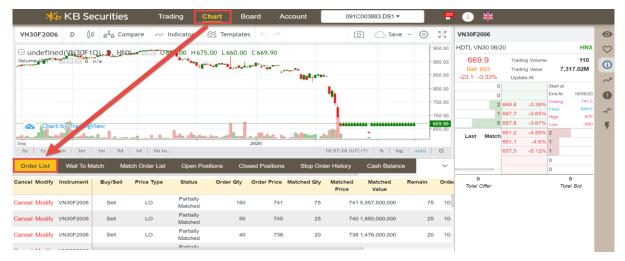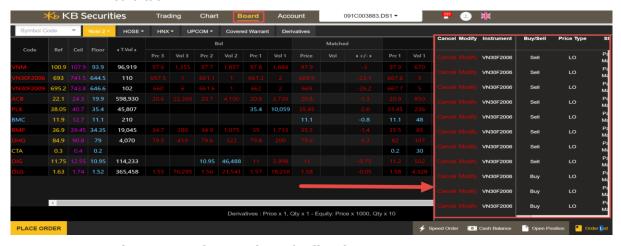
+ Chart tab
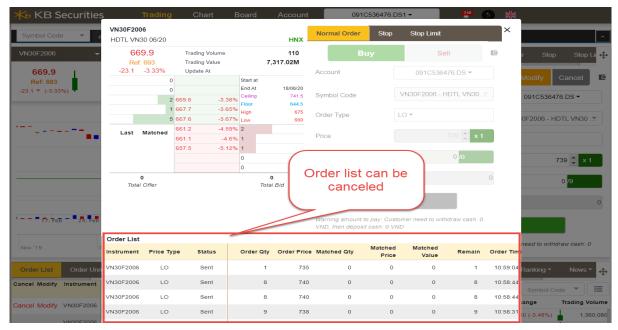
+ Board tab:

- **Instruction to cancel Normal Buy/Sell order:**

Step 1. Click `Cancel` on the Order box on trading tab to show cancel screen
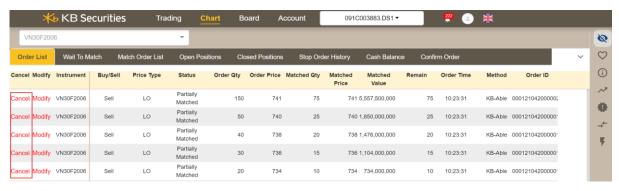
✓ Or access the Order List section

Step 2. Choose an order wanted to be canceled on Order List

Or search for the order wanted to be canceled and then click to appear the cancel screen
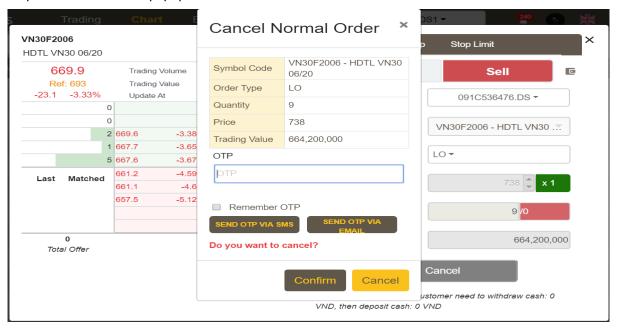
Back to table of contents

KB Securities

Step 3. Click Cancel to popup a confirmation form:

Step 4. After entering the PIN/OTP, click on Confirm to cancel the order or Cancel to cancel the order being canceled

Step 5. If it succeeds, a message will appear:
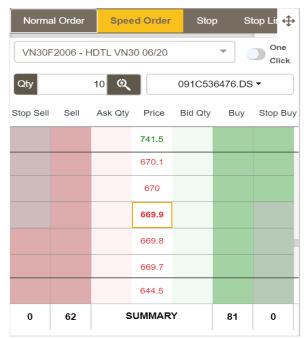
2. Speed Order

2.1. Place order

Customers could place speed order on tabs such as: Trading, Chart and Board

➜ Trading tab

KB Securities
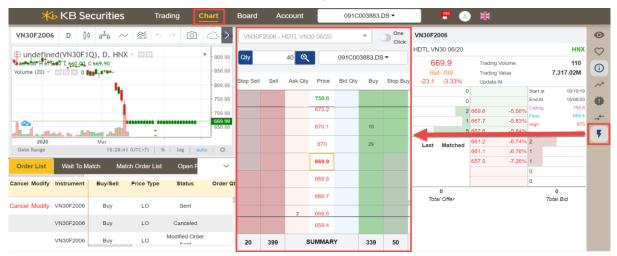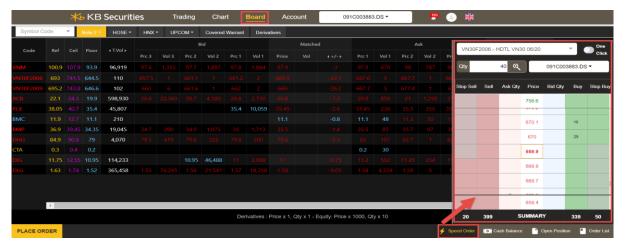
- Chart tab: Click on [⚡] to show the Speed Order form
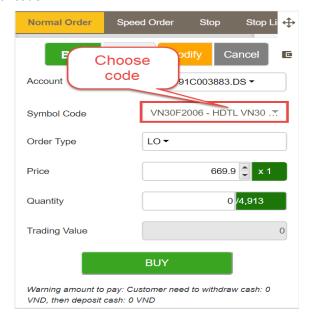
- Board tab:

Instructions to place Speed Order and Speed Stop Order

Step 1. Choose a symbol code
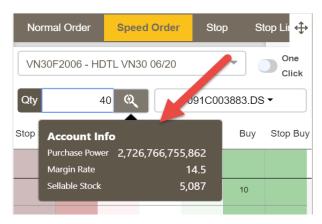
Step 2: 2 ways to enter the quantity:

> ➢ Fill in the number
> ➢ Using the recommendation box from the system
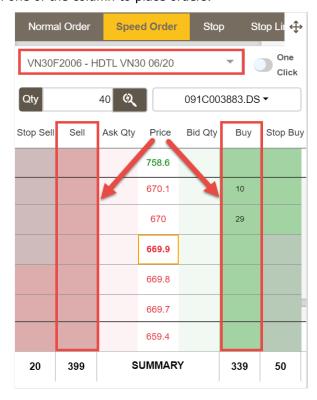
Account information

Step 4. Click on the Buy/Sell column with a chosen price to place speed order

> ❖ **LO Speed Order**
>
> > ➢ Click on one of the column to place orders:
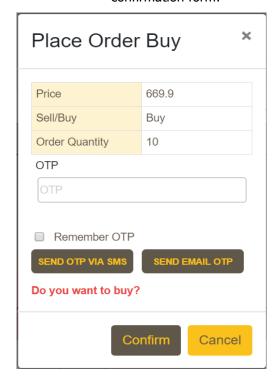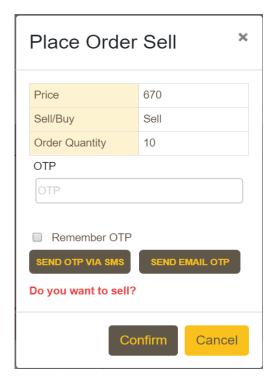
✕ KB Securities

> After choosing a price, click on Buy/Sell columns with a chosen price and it will appear a confirmation form:
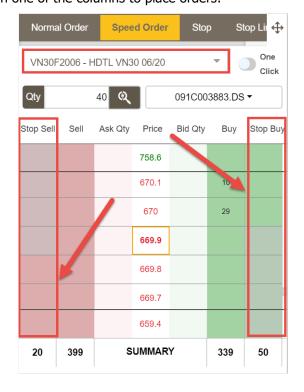
❖ **Speed Stop Order:**

After choosing a price, click on Buy/Sell columns with a chosen price and it will appear a confirmation form:

> Click on one of the columns to place orders:
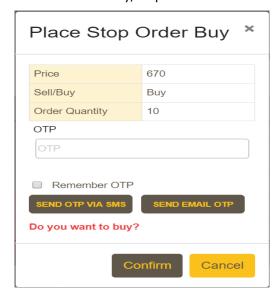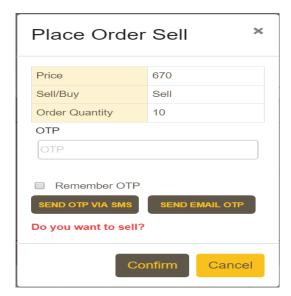
➢ After choosing a price, click on a row with a chosen price to place the orders at Stop Buy/Stop Sell column and it will appear a confirmation form:

➢ Enter PIN/OTP and choose `Confirm` to place the order or `Cancel` to cancel the order being placed.
➢ If it succeeds, the system will generate a notification message:
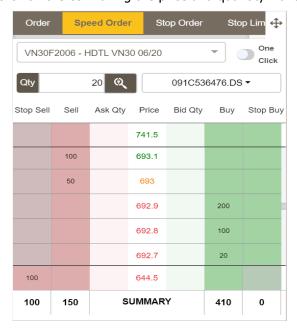
2.2. Modify Speed Order

❖ **Modify LO Speed Order**

Customers could edit Speed Order on **Trading** tab and Order List (which is on **Trading** tab, Chart tab and Board tab)

Customers could perform modifying on the Speed Order screen by:

Step 1. On the screen, click on the cell having the price and quantity wanted to be modified.
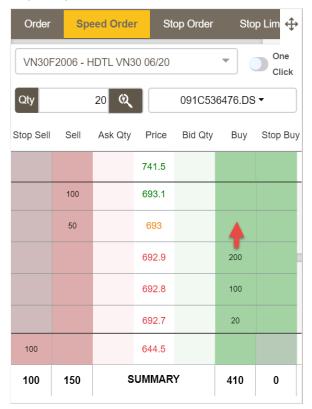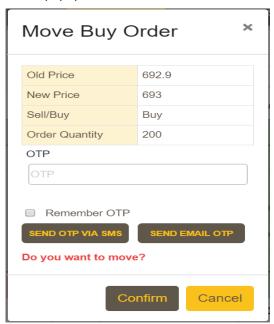
Step 2. Drag and move the quantity on the cell to a desired cell.

Step 3. A confirmation form will popup:

Step 4. Enter PIN/OTP and choose **Confirm** to move the order or **Cancel** to cancel the order being edited.
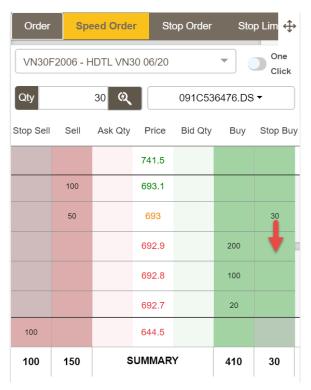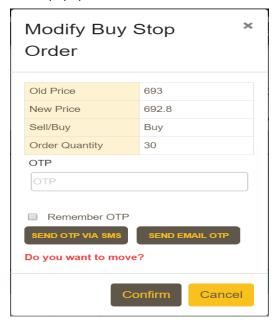
❖ **Modify Speed Stop Order**

Step 1. On the Speed Order screen, click on the Stop Buy/Sell wanted to be edited and drag it to the Desired cell

Stop Sell	Sell	Ask Qty	Price	Bid Qty	Buy	Stop Buy
			741.5			
	100		693.1			
	50		693			30
			692.9		200	
			692.8		100	
			692.7		20	
100			644.5			
100	150		SUMMARY		410	30

Order | Speed Order | Stop Order | Stop Lim

VN30F2006 - HDTL VN30 06/20 — One Click

Qty 30 — 091C536476.DS

Step 2. A confirmation form will popup

Modify Buy Stop Order ✕

Old Price	693
New Price	692.8
Sell/Buy	Buy
Order Quantity	30

OTP

[OTP]

☐ Remember OTP

SEND OTP VIA SMS   SEND EMAIL OTP

Do you want to move?

Confirm   Cancel

Step 3. Enter PIN/OTP and choose **Confirm** to modify the order or **Cancel** to cancel the order being edited. If it succeeds, a notification message will appear:

Order ✕
Move stop order successfully

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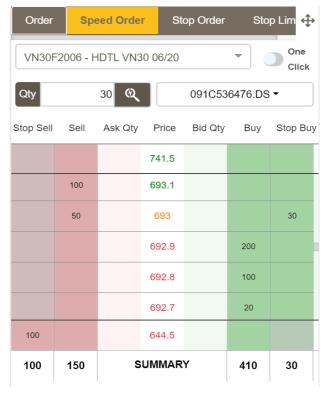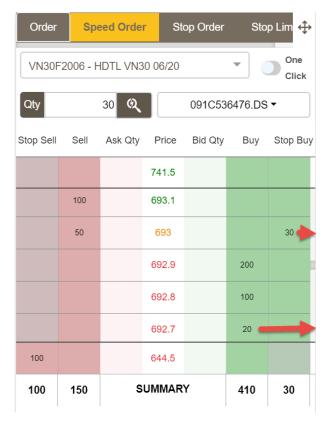
2.3. Cancel Speed Order

- Customers could cancel existed Speed Order on Speed Order screen:

Step 1. Click on the cell with the price wanted to be canceled and drag it out of the screen to cancel

The order
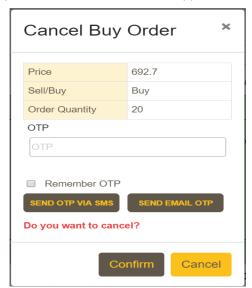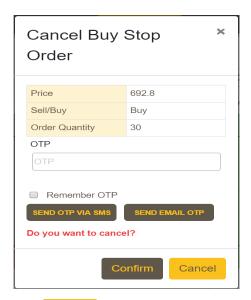
Step 2. A confirmation form will appear for each order type

Step 3. Enter PIN/OTP and choose Confirm to cancel the order or Cancel to cancel the order being canceled. If it succeeds, a notification message will appear:

3. Stop Order and Limit Stop Order
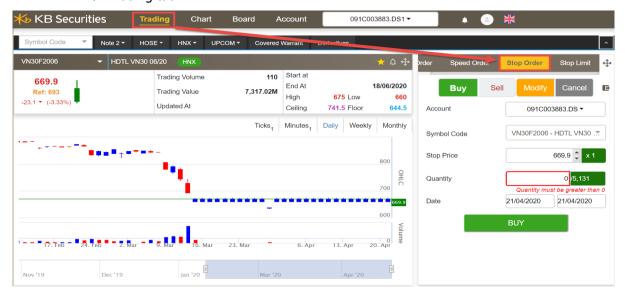
3.1. Place order

❖ **Stop order**

Is a type of order that has matching principal resemble market price order, however, it can only be activated when the market price reach the stop price. Activated order is pushing 1 market price order into the system. The matching principal is triggered according to the normal matching rule.

Customers could place stop order on the Stop Order form on tabs such as: Trading, Chart, Board and Account tab.

➕ Trading tab
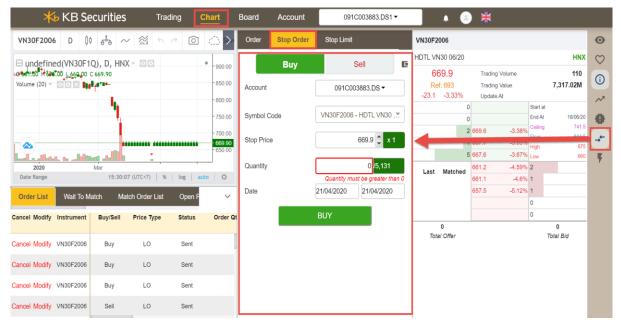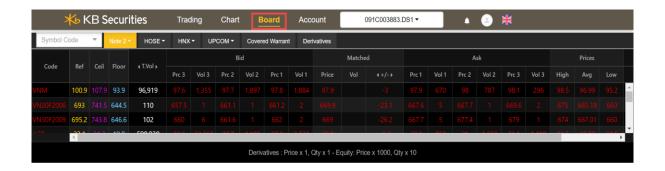
- Chart tab: click ⇥ to show the stop order form

- Board tab

Click on **PLACE ORDER** to show the order form and then select **Stop Order** to show the stop order form
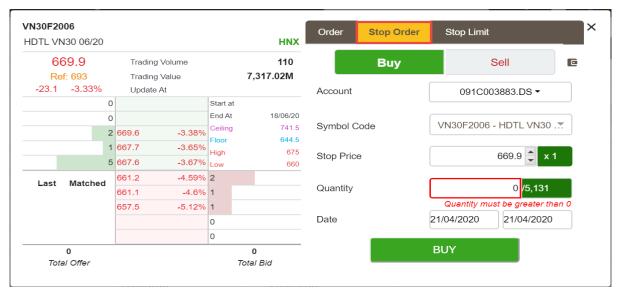
Account tab

Click on PLACE ORDER to show the order form and then select Stop Order
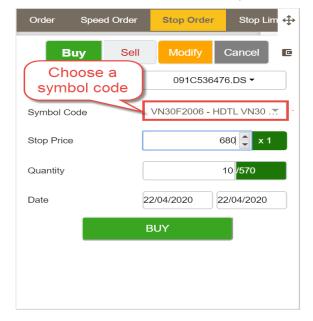
Instructions to place Stop Order: Stop Buy Order and Stop Sell Order

Buy Stop Order:

- The order is activated when the market price is greater or equal (>=) than the stop price
- The order is activated when pushing 1 buy market price order into the system. The matching rule is triggered according to the normal matching principal.

Sell Stop Order:

- The order is activated when the market price is smaller or equal (<=) than the stop price

- The order is activated when pushing 1 sell market price order into the system. The matching rule is triggered according to the normal matching principal.

Step 1. Choose Buy or Sell to place orders

Step 2: Choose a symbol code which customers want to use to place orders

![KB Securities logo]
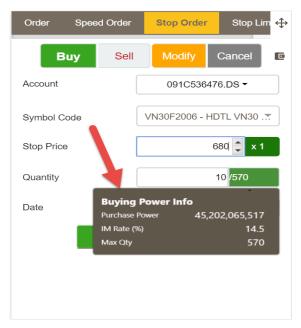
Account information

Step 3: Enter the quantity

- o Fill in the number
- o Using the recommendation box from the system

✓ Stop Price: is used to track/compare with the current price of the symbol code. Customers could enter the stop price Fill in the number or use the ⏶⏷ button to increase or decrease the price according to the price tick.
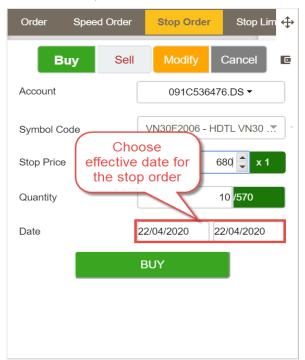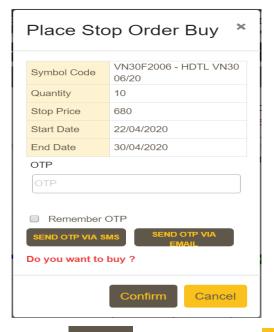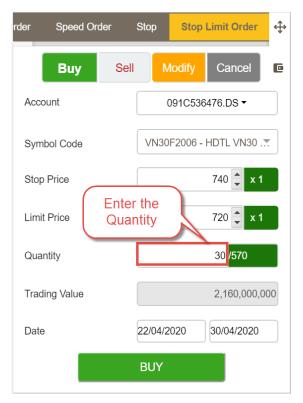
Step 4: Choose effective date for the stop order

Customers could pick an effective date for the stop order at the current time or in the future. During the effective date for the stop order, the order is automatically placed in successive days until the day the order is activated or its due.

Step 5: After filling out the information, choose **BUY** or **SELL** to show the confirmation form:

Step 6: Enter PIN/OTP and choose **Confirm** to place the order or **Cancel** to cancel the order being placed. If it succeeds, a notification message will appear:

For illustration,

VN30F2006 has its current price at 669.9. An investor has placed a buy stop order with a stop price of 680. The system will track the price fluctuation of VN30F2006 and when VN30F2006's current price touches or exceeds 680, the system will automatically activate a MP buy order with 10 of VN30F2006s.

VN30F2006 has its current price at 669.9. An investor has placed a sell stop order with a stop price of 750. The system will track the price fluctuation of VN30F2006 and when VN30F2006's current price touches or smaller than 750, the system will automatically activate a MP sell order with 10 of VN30F2006s.

❖ **Stop Limit Order:**

Stop Limit Order is an order that helps customers track the fluctuations of market price. Stop Limit Order can only be activated when the current price of the symbol code reach to the tracking price (Stop price), then Limit Order will be generated and push to the system the set quantity and price.

Customers could place Stop Limit Order on tabs such as: Trading, Chart, Board and Account tab
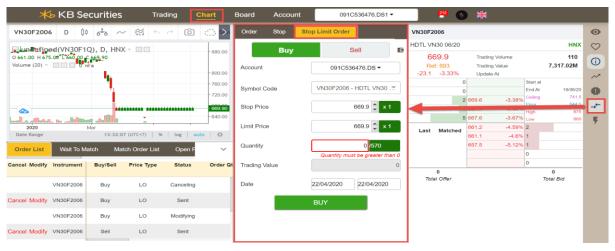
⊞ Securities

⬩ Trading tab:

⬩ Chart tab:

⬩ Board tab
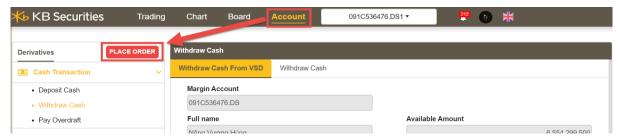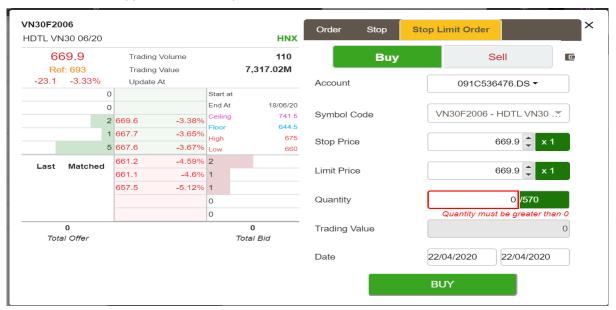
➕ On Account tab: click on **PLACE ORDER**
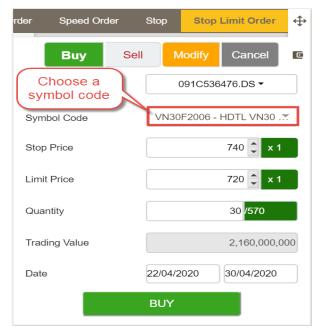
An Order form will appear: choose Stop Limit Order

Instructions to place Stop Limit Order:

Step 1. Choose **BUY** or **SELL** to place orders

Step 2. Choose a symbol code

KB Securities
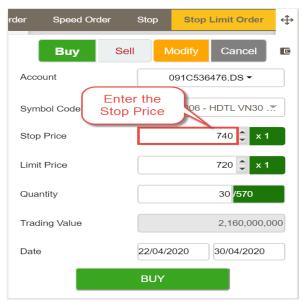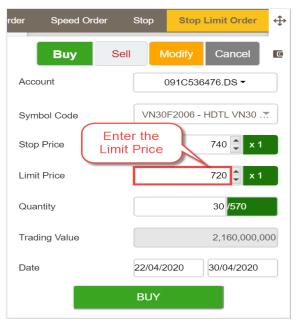
Step 3. Enter a Stop Price: is used to track/compare with the current price of the symbol code.

Customers could enter the stop price Fill in the number or use the ⬆⬇ button to increase or decrease the price according to the price tick.

Step 4. Enter a Limit Price: is used to place the order when the current price touches the stop price.

Customers could enter the stop price Fill in the number or use the ⬆⬇ button to increase or decrease the price according to the price tick.

Step 5: Enter the quantity: account information appears (buying power, selling power,…). Enter the quantity Fill in the number or from the recommendation box from the system
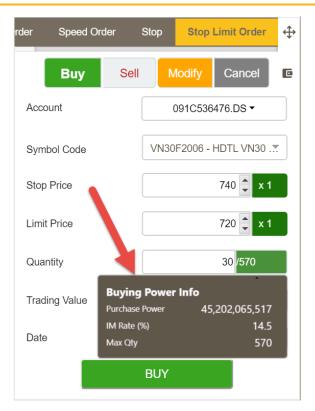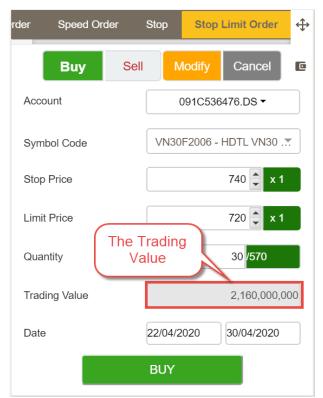
Step 6: Trading Value: the total value of the order
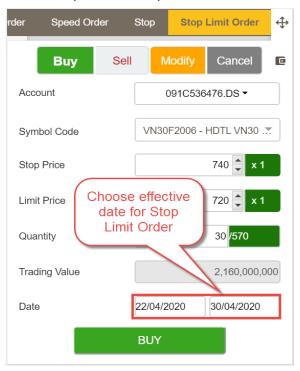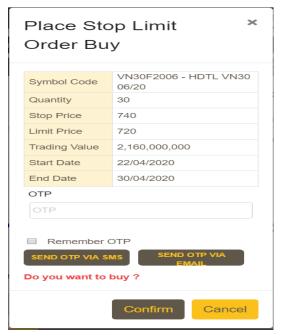
Step 7: Choose effective date for Stop Limit Order: Customers could pick an effective date for the stop order at the current time or in the future. During the effective date for the stop order, the order is automatically placed in successive days until the day the order is activated or it's due.

Step 8: After filling out the information, choose **BUY** or **SELL** to show the confirmation form::

Step 9: Enter PIN/OTP and choose **Confirm** to place the order or **Cancel** to cancel the order being placed. If it succeeds, a notification message will appear:

For illustration,
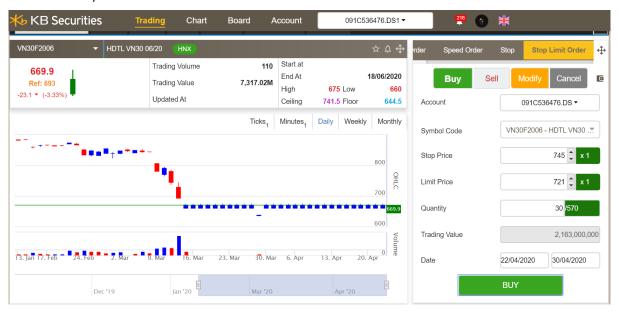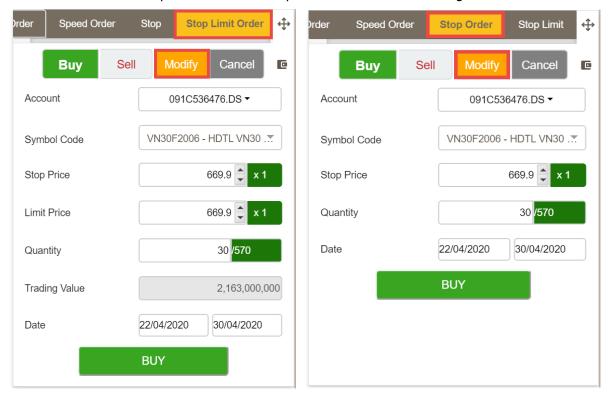
VN30F2006 has its current price at 669.9. An investor has placed a sell stop limit order with a stop price of 745. The system will track the price fluctuation of VN30F2006 and when VN30F2006's current price touches or exceeds 745, the system will automatically activate a sell stop limit order with 30 of VN30F2006s at a price of 721

3.2. Modify Order

Customers could modify Stop order and Stop Limit order Stop Order box and Stop Limit Order box on Trading tab or Stop Order History on Trading tab and Chart tab

- Order form: Stop Order form and Stop Limit Order form on Trading tab

Or on Stop Order History of Trading tab

Chart tab
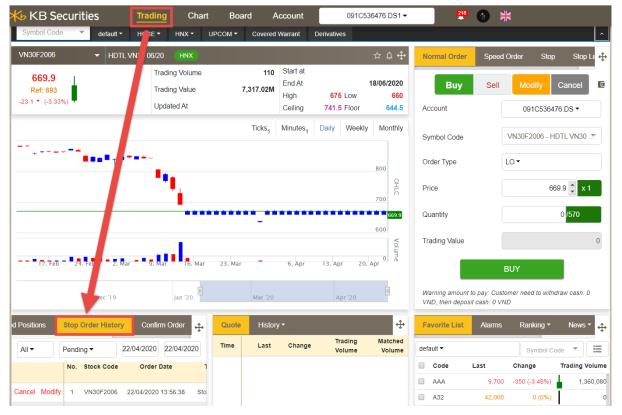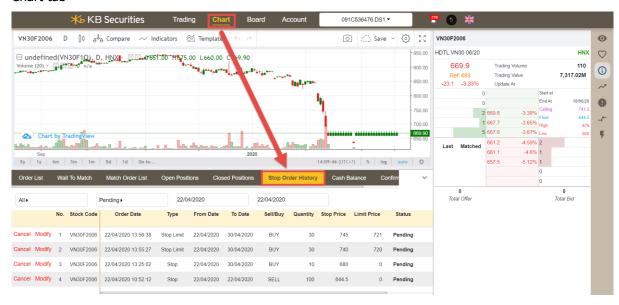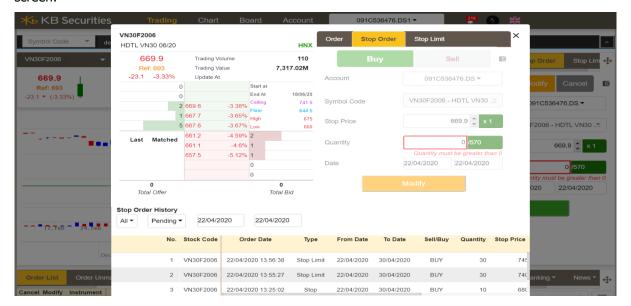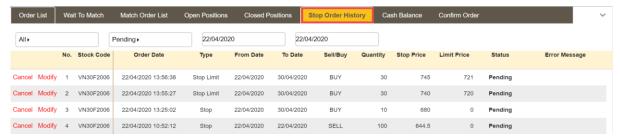
Click **Modify** to show the editing screen for Stop order and Stop Limit order, choose an order from the screen:
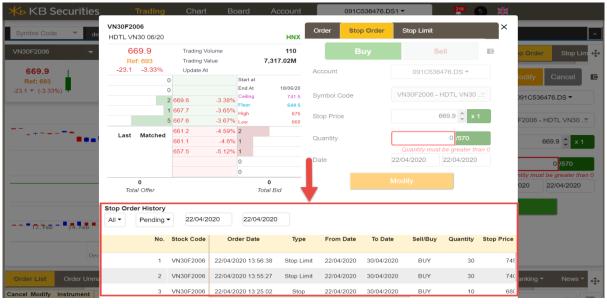
Or choose an order wanted to be modified from the Stop Order History

Instructions to modify Stop order and Stop Limit order

Step 1: Choose an order to modify

> On the Stop Order And Stop Limit Order on Trading tab, click **Modify** to show the editing screen:
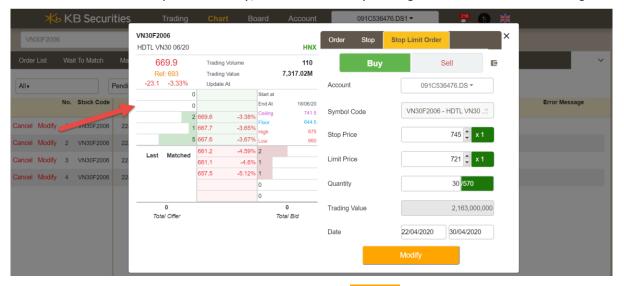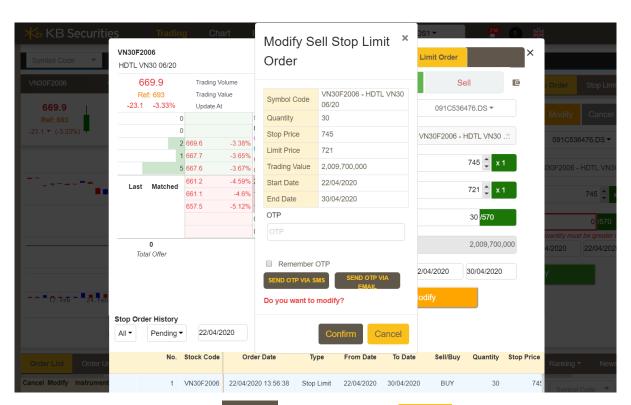

Back to table of contents

➤ Or on the Stop Order History, choose an order by clicking on Modify to show the editing screen:

Step 2. Adjust information about price, quantity and click **Modify** to show the confirmation form:

Step 3. Enter PIN/OTP and choose **Confirm** to edit the order or **Cancel** to cancel the order being modified. If it succeeds, a notification message will appear:
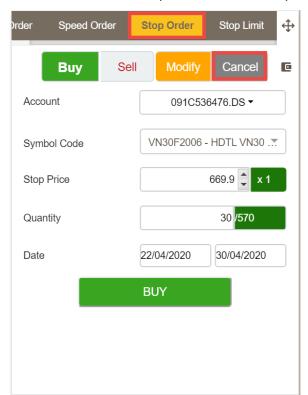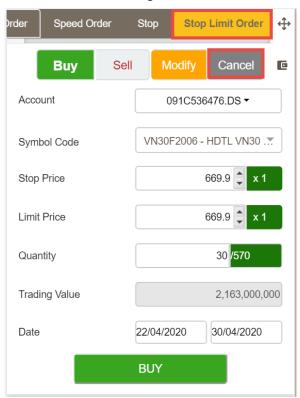
3.3. Cancel Stop Order and Stop Limit Order
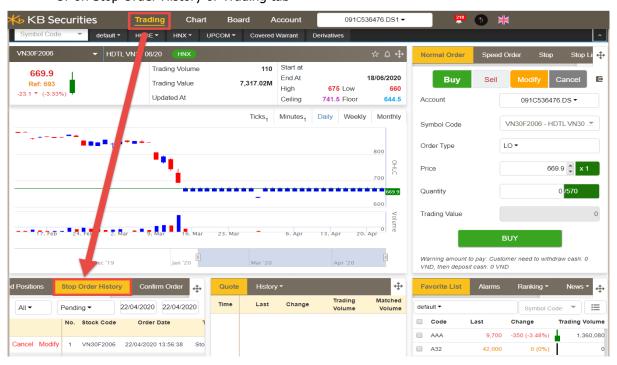
Customers could cancel Stop order and Stop Limit order on Stop Order box and Stop Limit Order box on Trading tab or Stop Order History on Trading tab and Chart tab

- Order form: Stop Order form and Stop Limit Order form on Trading tab:

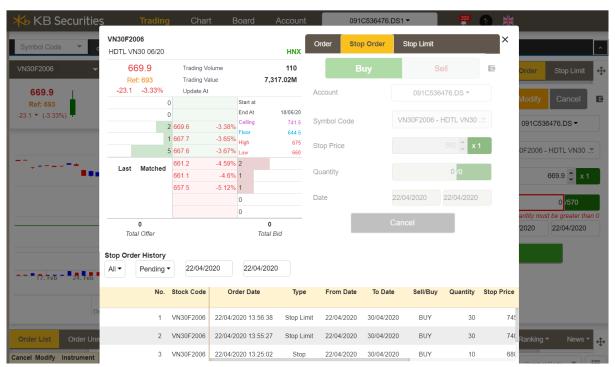
Or on Stop Order History of Trading tab
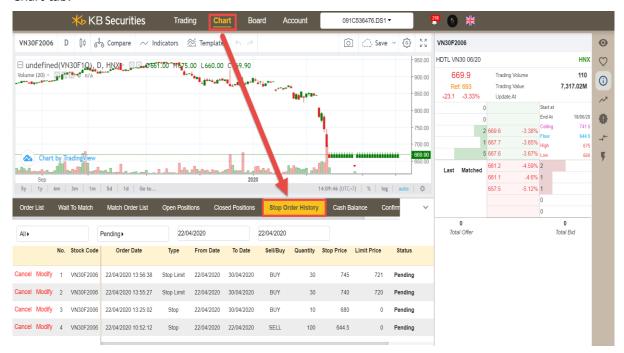
Chart tab:

- Click **Cancel** to show the canceling screen for Stop order and Stop Limit order, choose an order from the screen:

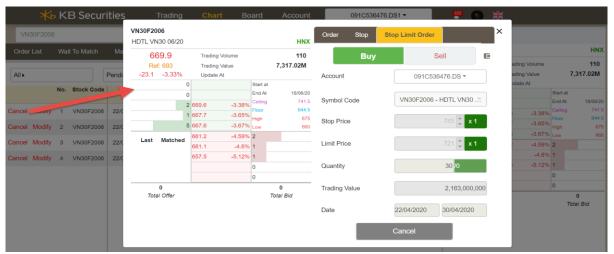Or on the Stop Order History, choose **Cancel**
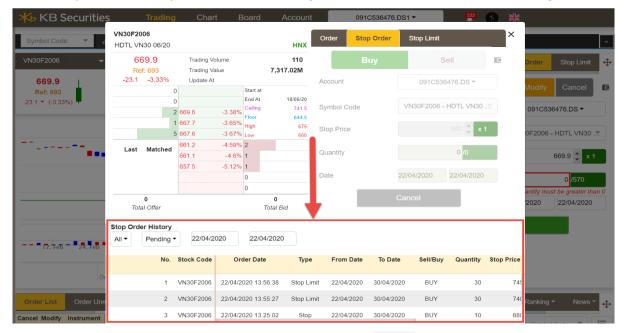
Instructions to cancel Stop order and Stop Limit order:

Step 1: Choose an order to cancel

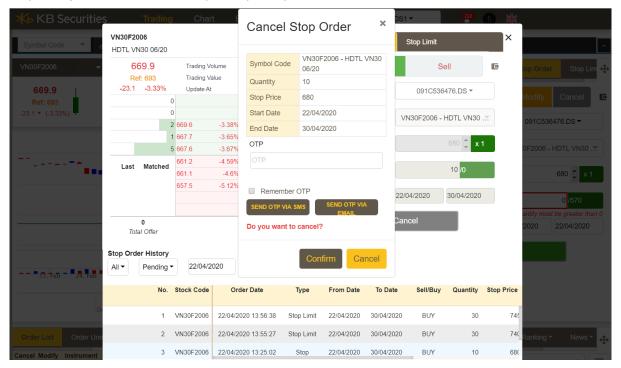On the Stop Order and Stop Limit Order on Trading tab, click Cancel to show the canceling screen:

Or on the Stop Order History, choose an order by clicking on Cancel to show the canceling screen

Step 2. Adjust information about price, quantity and click Cancel to show the confirmation form:

Step 3. Enter PIN/OTP and choose Confirm to cancel the order or Cancel to cancel the order being canceled. If it succeeds, a notification message will appear:
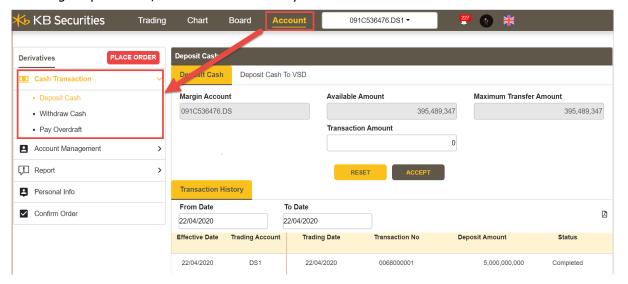
V.   Other functions (Account)

1. Cash Transaction

Including: Deposit Cash, Withdraw Cash and Pay Overdraft
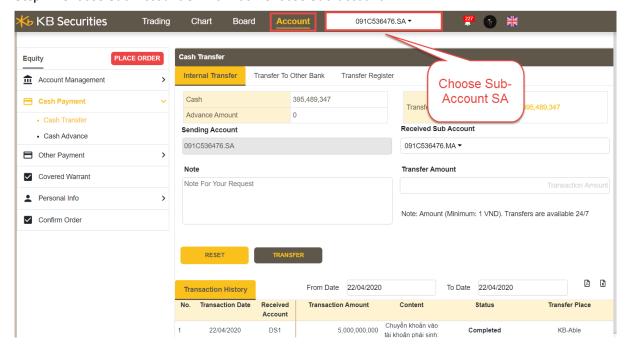

1.1.   Deposit Cash

❖ Deposit Cash into the KBSV Derivative Account

Customers are able to deposit cash into the KBSV derivatives account from the equity account followed in 2 ways

Way 1: Transfer Cash from Sub-Account SA to Sub-Account DS via transaction **Internal Transfer**
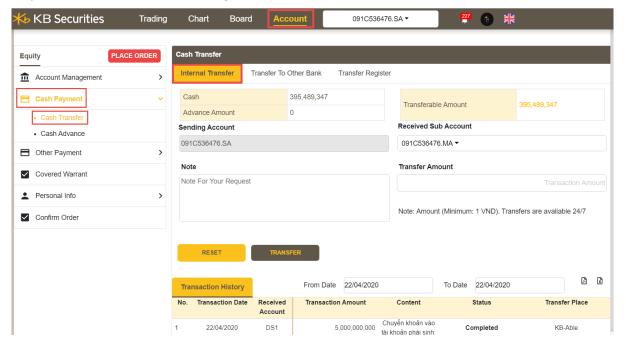
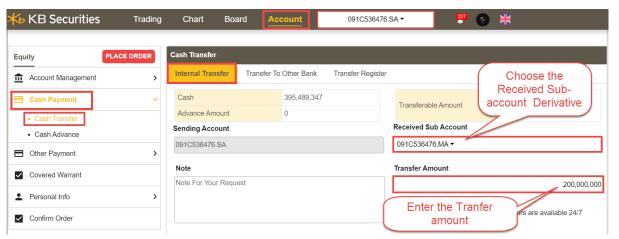Step 1: Choose Sub-Account SA from box Choose Sub-account.

![KB Securities logo]

Step 2: Tab Account, Click **Cash Payment/Cash Transfer/ Internal Transfer**

Step 3: Select the Received Sub Account as the derivatives account and enter the Transfer Amount with a note

Step 4: Click on **TRANSFER** to complete the transaction or **RESET** to redo. A successful transaction will show a message:
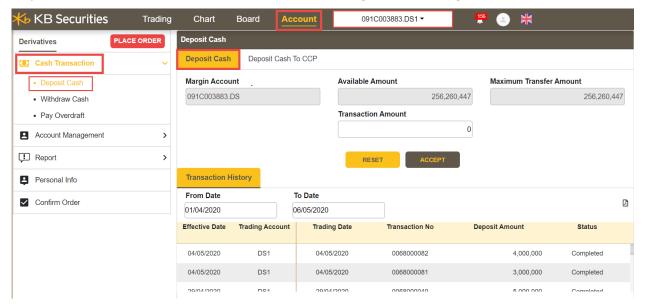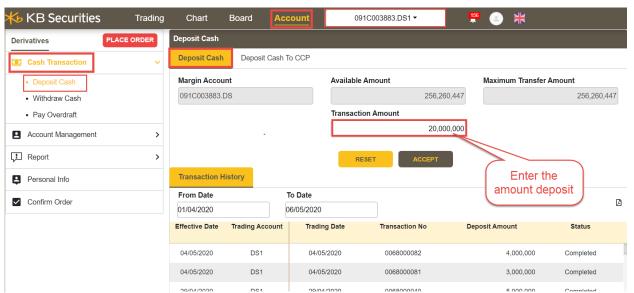
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Way 2: Deposit cash into the Derivative account via **Cash Transaction** at Tab **Account**

Step 1: The tab **Account**, Choose **Cash Transaction/ Deposit Cash/Deposit Cash**

Step 2: Enter the amount that customers want to deposit in Transaction Amount

Step 3: Click **ACCEPT** to perform the transaction or **RESET** to redo. A successful transaction will show a message:
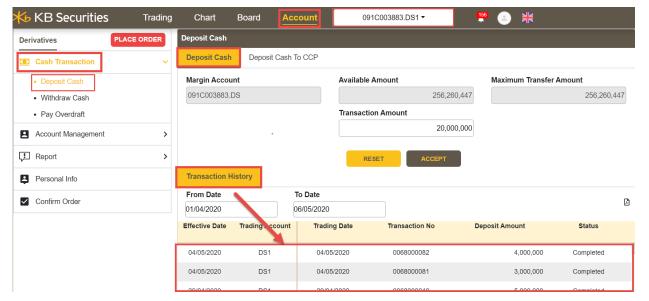

Deposit Cash
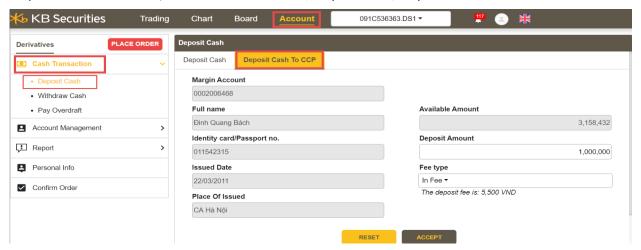Cash successfully deposited to derivative account

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Customers could search for transaction history at **Transaction History** tab below
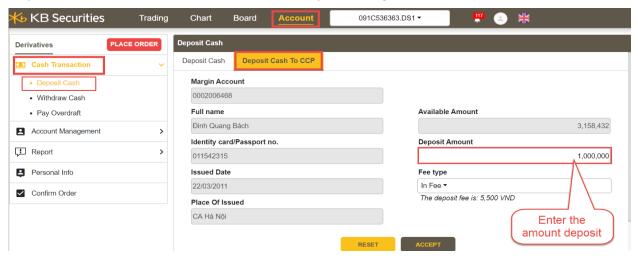

❖ **Deposit Cash to CCP**

Customers are able to deposit cash collateral from customers' derivatives accounts followed by these steps:

Step 1. From Account tab, select Cash Transaction/ Deposit Cash/ Deposit Cash Collateral

Step 2: Enter the amount that customers want to deposit in **Deposit Cash to CCP**

Step 3: Click ACCEPT and enter PIN/OTP to perform the transaction or RESET to redo. A successful transaction will show a message
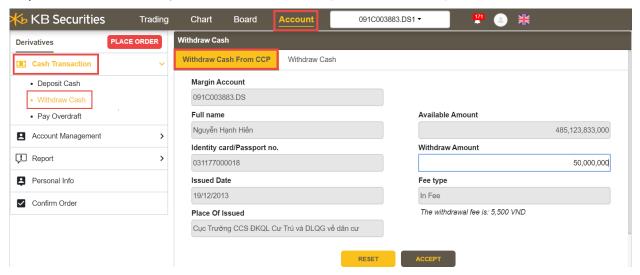

Customers could search for transaction history at Transaction History tab below
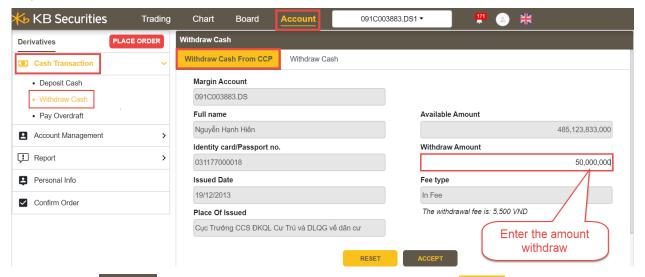
1.2. Withdraw Cash

❖ Withdraw Cash From CCP

Customers are able to withdraw cash collateral from their equity account followed by these steps:

Step 1. From **Account tab**, select **Cash Transaction/ Withdraw Cash/ Withdraw Cash Collateral**

Step 2: Enter the amount that customers want to withdraw in **Withdraw Cash**

Step 3: Select ACCEPT and enter PIN/OTP to perform the transaction or RESET to redo. A successful transaction will show a message
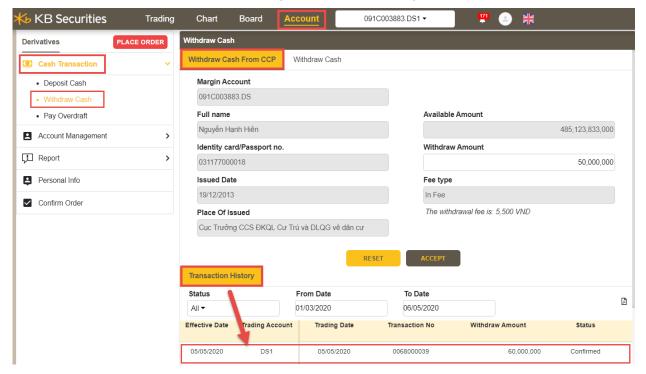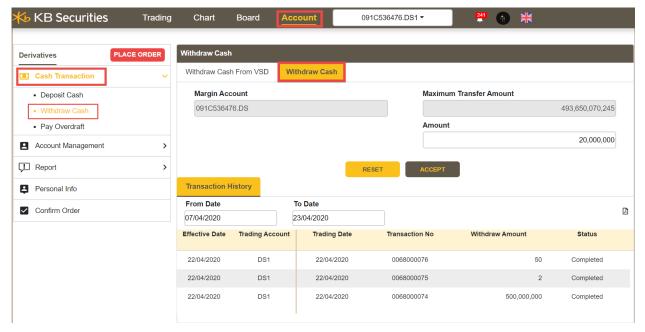
Customers could search for transaction history at Transaction History tab below

❖ **Withdraw Cash**

Customers could withdraw cash from their derivatives account followed by these steps:

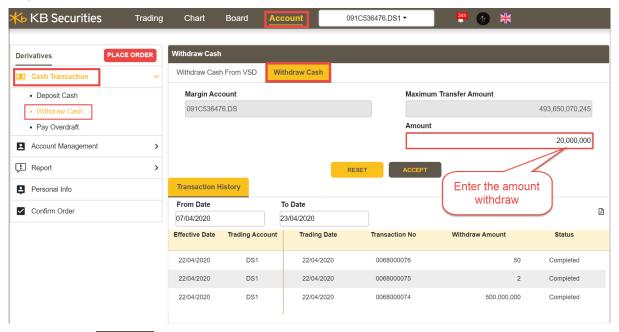Step 1. From **Account tab**, select **Cash Transaction/ Withdraw Cash/ Withdraw Cash**
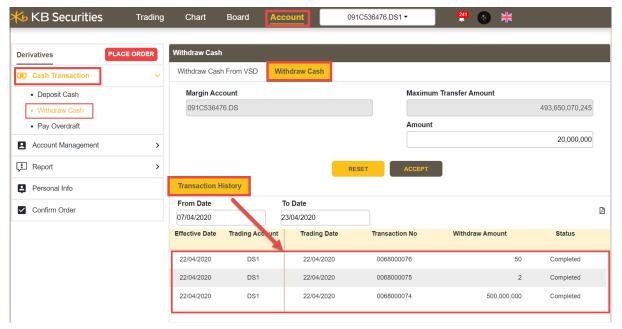
Step 2: Enter the Amount to withdraw in **Amount**

Step 3: Select ACCEPT and enter PIN/OTP to perform the transaction or RESET to redo. A successful transaction will show a message

Customers could search for transaction history at Transaction History tab below

1.3. Pay Overdraft

Customers are able to pay overdraft followed by these steps:

Step 1. From Account tab, select Cash Transaction/ Pay Overdraft

Step 2. Enter the Payment amount to withdraw and select **ACCEPT** and enter PIN/OTP to perform the transaction or **RESET** to redo. A successful transaction will show a message

Customers could search for transaction history at Transaction History tab below

2. Account Management
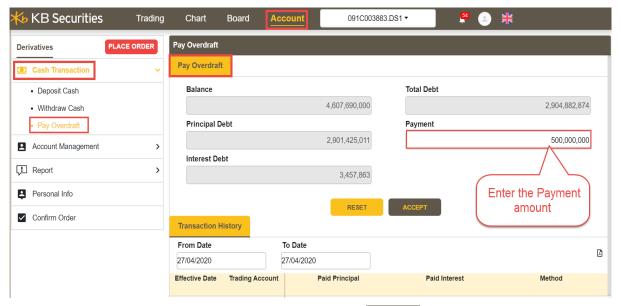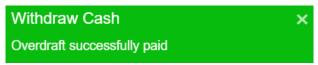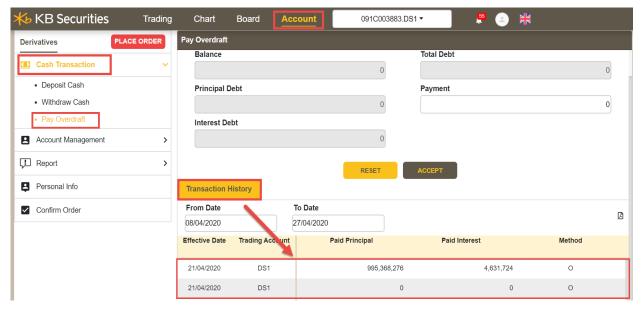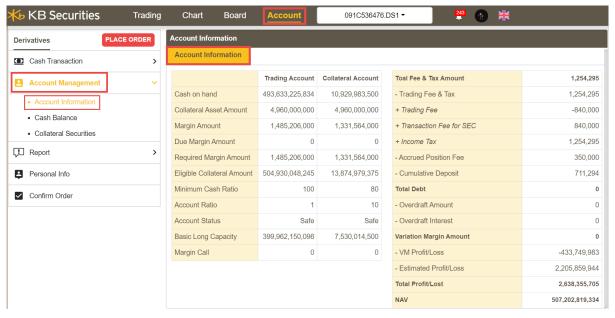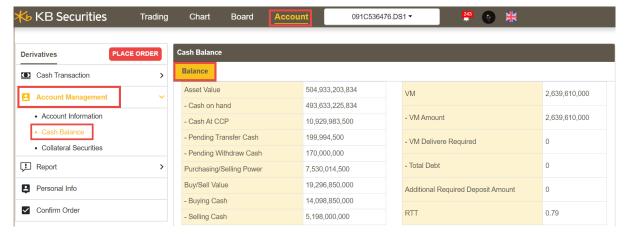
2.1. Account Information

Customers are able to query **Account Information**: in tab **Account/ Account Management/Account Information**.

	Trading Account	Collateral Account
Cash on hand	493,633,225,834	10,929,983,500
Collateral Asset Amount	4,960,000,000	4,960,000,000
Margin Amount	1,485,206,000	1,331,564,000
Due Margin Amount	0	0
Required Margin Amount	1,485,206,000	1,331,564,000
Eligible Collateral Amount	504,930,048,245	13,874,979,375
Minimum Cash Ratio	100	80
Account Ratio	1	10
Account Status	Safe	Safe
Basic Long Capacity	399,962,150,096	7,530,014,500
Margin Call	0	0

Toal Fee & Tax Amount	1,254,295
- Trading Fee & Tax	1,254,295
+ Trading Fee	-840,000
+ Transaction Fee for SEC	840,000
+ Income Tax	1,254,295
- Accrued Position Fee	350,000
- Cumulative Deposit	711,294
Total Debt	**0**
- Overdraft Amount	0
- Overdraft Interest	0
Variation Margin Amount	**0**
- VM Profit/Loss	-433,749,983
- Estimated Profit/Loss	2,205,859,944
Total Profit/Lost	**2,638,355,705**
NAV	**507,202,819,334**

2.2. Cash Balance

Query the information cash Balance in tab **Account/ Account Management/ Cash Balance**

Asset Value	504,933,203,834
- Cash on hand	493,633,225,834
- Cash At CCP	10,929,983,500
- Pending Transfer Cash	199,994,500
- Pending Withdraw Cash	170,000,000
Purchasing/Selling Power	7,530,014,500
Buy/Sell Value	19,296,850,000
- Buying Cash	14,098,850,000
- Selling Cash	5,198,000,000

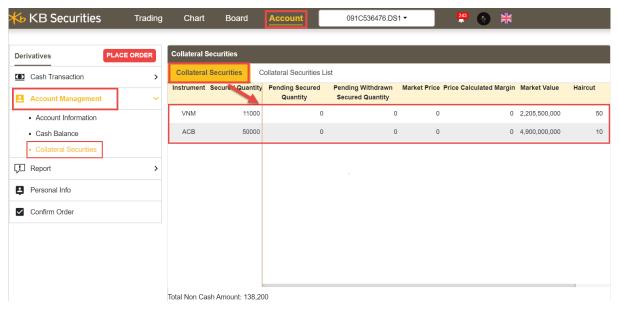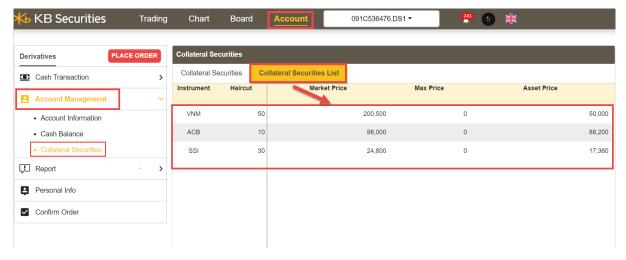| VM	2,639,610,000
- VM Amount	2,639,610,000
- VM Delivere Required	0
- Total Debt	0
Additional Required Deposit Amount	0
RTT	0.79

2.3. Collateral Sercurities

- The **Collateral Sercurites** screen: allows customers to look up the balance of collateral securities as the collateral

Query the information about **Collateral Securities** at **Account/ Account Management/ Collateral Securities**

- **Collateral Securities List** screen: Query screen of collateral securities list.

Query the information about the **Collateral Securities List** at **Account/ Account Management / Collateral Securities List**

 KB Securities
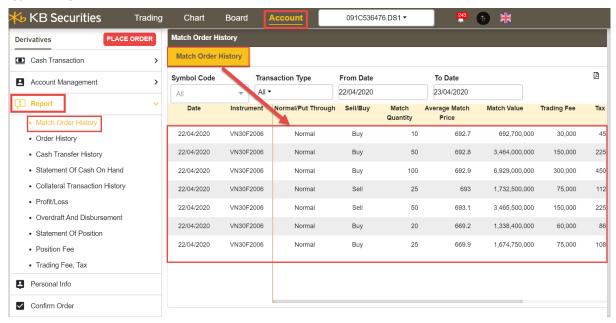
3. Report

Tab of **Report** includes: Match Order History; Order History; Cash Transfer History; Statement Of Cash On Hand; Collateral Transaction History; Profit/Loss; Overdraft And Disbursement; Statement Of Position; Position Fee; Trading Fee, Tax: Customers can look up the transaction information of account at tab report.
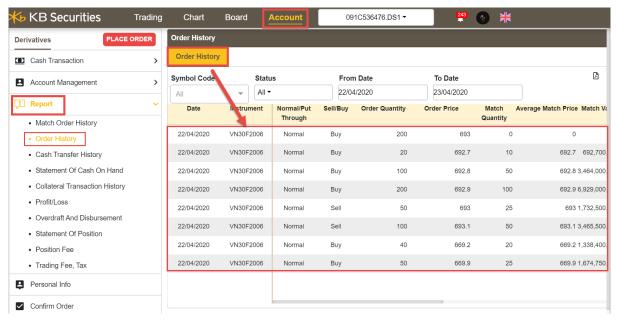
3.1. Match Order History:

Customers can look up the information of matching orders by searching conditions: duration, by code or type of Buy/ Sell order

3.2. Order History:

Customers can look up order history information by searching condition: period of time, code or type of Buy/ Sell order

KB Securities
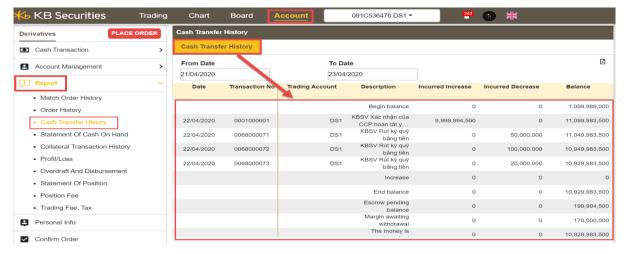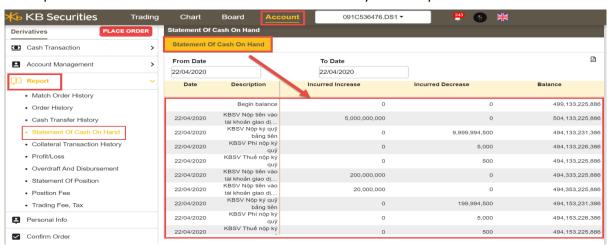
3.3. Cash Transfer History:

Customers can look up information of depositing or withdrawing on Margin account (CCP) by the time period:
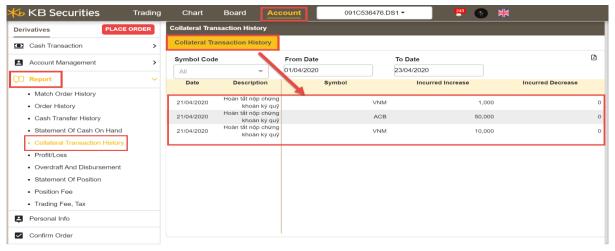

3.4. Statement Cash On Hand:

Look up the Cash Transaction's statement at KBSV at KBSV by the time period:

3.5. Collateral Transaction History:

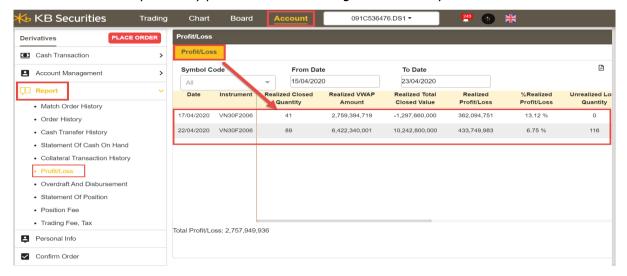Customers can look up the transaction history by symbol code or by time:
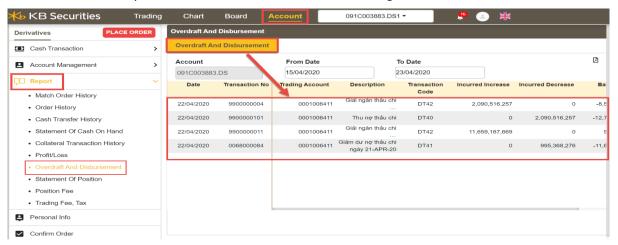
3.6. Profit/Loss:

Customers can look up the daily profit and loss according to derivative symbol code or time:
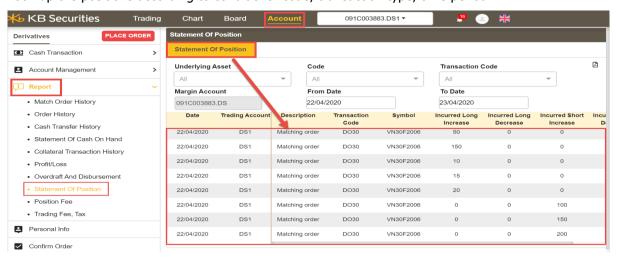
3.7. Overdraft And Disbursement:

Customers can look up the overdraft and Disbursement according to account or time:

3.8. Statement Of Position:

Look up the positions according to conditions: code, transaction type, time period:
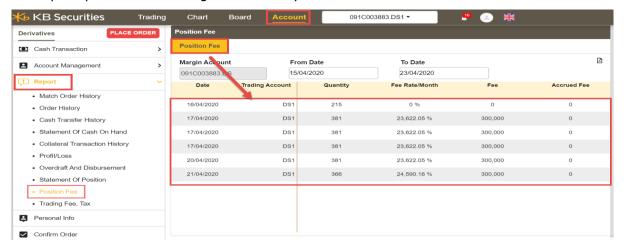
✗ KB Securities
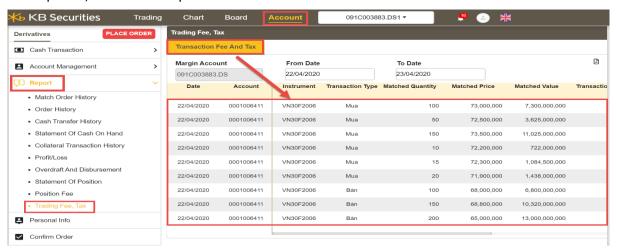
3.9. Position Fee:

Look up the position held overnight and the daily fee from time to time
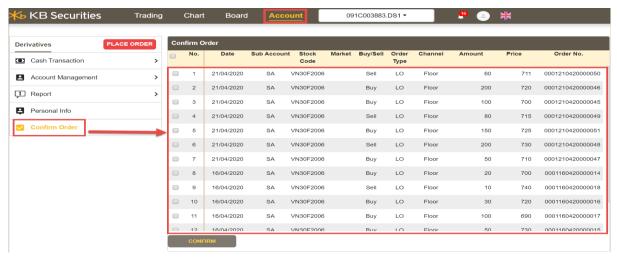

3.10. Trading Fee, Tax:

Look up Fees, Tax over time period

4. Confirm Order

Customers can confirm orders on Tab: **Trading**; **Chart** and **Account**
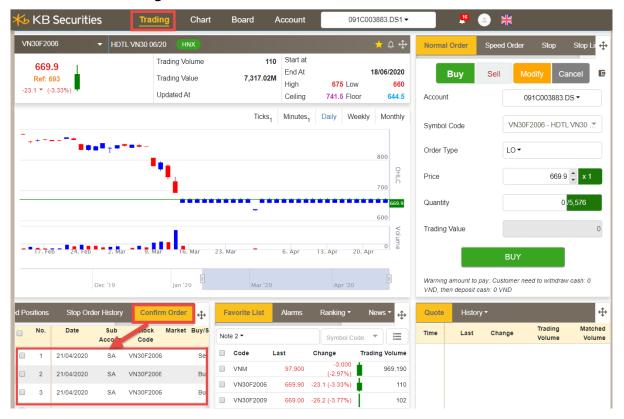
❖ On the **Account** tab: select **Confirm Order**
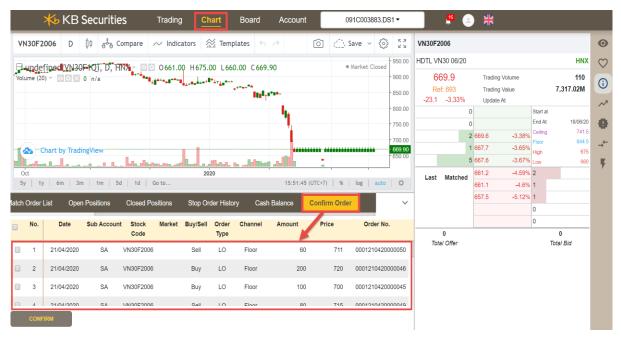
❖ On the **Trading** tab**:**

❖ On the **Chart** tab:
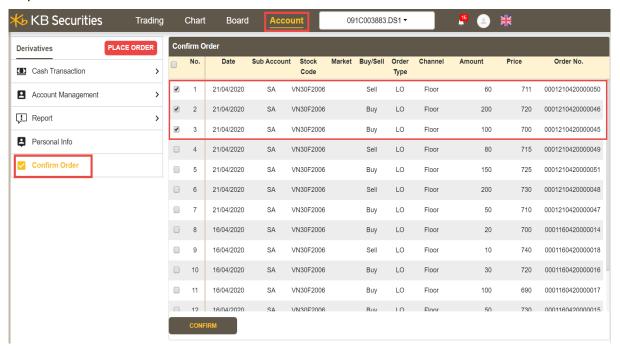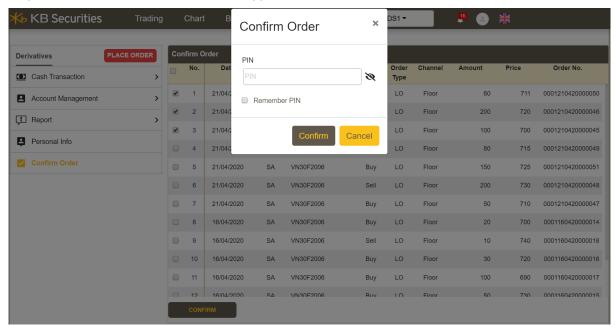
❖ **Instruction to Confirm Order:**

Step 1: Find the **Order Confirmation** box

Step 2: Choose the order to confirm

Step 3: Click the button **CONFIRM** that appears screen to enter PIN / OTP code:

Step 4: Enter PIN/OTP and click **Confirm** to complete order confirmation or **Cancel** return to the order confirmation screen. Successful order confirmation appears: