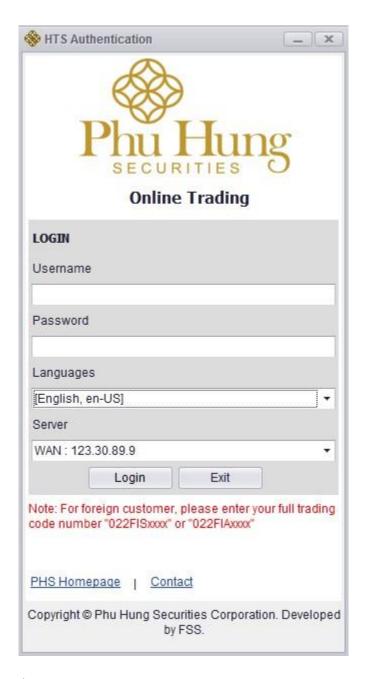# DIRECTION FOR USES HOME TRADING

1.1. Log in system

Access to login screen:

Step 1: Input information

> ➢ Username: Account number of customer at PHS

➢ Password: Login password provided by PHS

➢ Language: Customer can choose 03 kinds of languages Vietnamese, English & Chinese.

Step 2: Click on "Login" to login the system
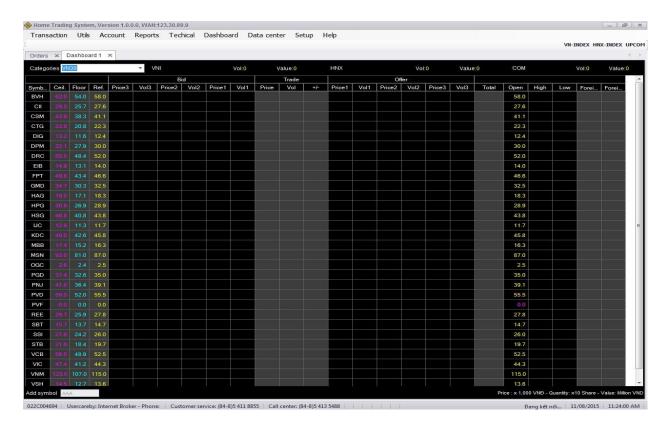
Step 3: Click on "Exit" to cancel login

1.2. Live Board

There are 03 kinds of live board:

1. Display price board of all market

2. Display detail information about 01 stock code

3. Display detail information about 06 favourite stocks code

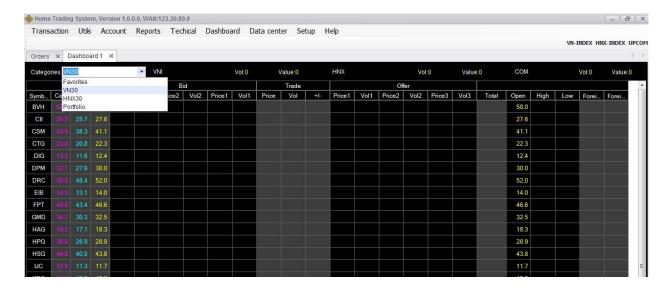### 1.2.1. Live Board 1
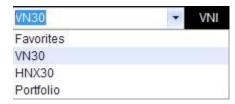
➕ Customer clik on number 1 to go to Live Board 1:

See live board by Stock Exchanges:
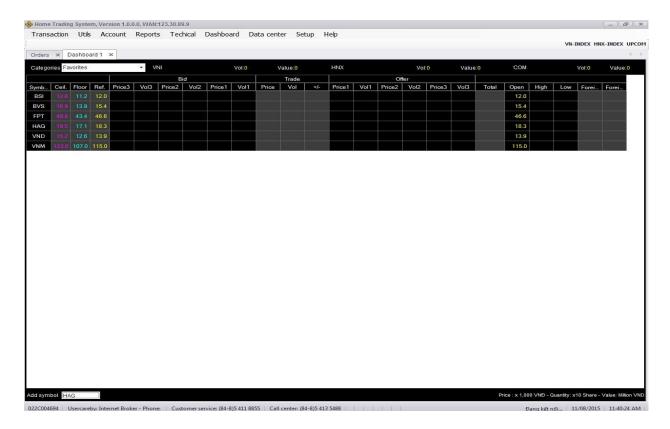

🔸 Select Stock Exchange in the list:

➢ Favorites:

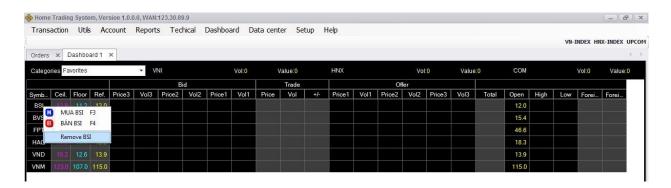This Live Board includes favorite stock code of customer

In favorite list, customer can add in or remove stock code.

In order to add in stock code in favorite list, customer need to put in stock code in the white box in the left and at the end of price board, after that click enter.
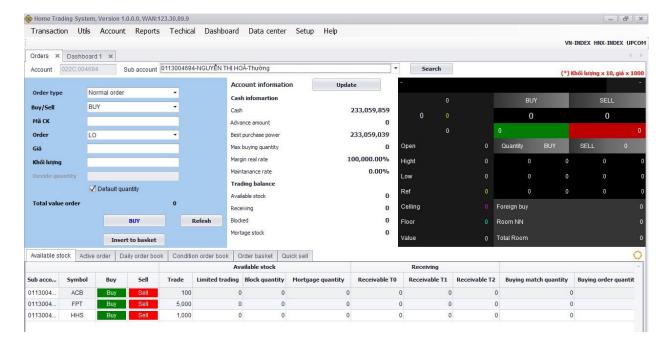
To remove 01 stock code in favorite list, customer right click on that stock code: click on remove.

➕ Customer can place order directly from live board by right click on stock code which customer want to place, next:

    o Select Buy or press F3 to place buy order with that stock code o

    Select Sell or press F4 to place sell with that stock code

When customer place quick order in live board, Buy/Sell, Order type, Stock code…this will be updated automatically to screen of order placing:
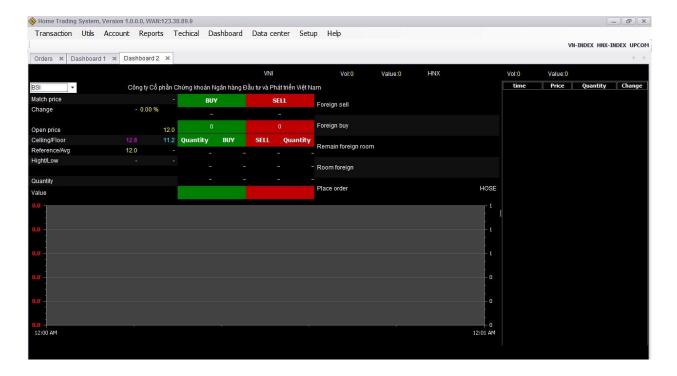
> ➢ HNX30
>
> ➢ VN30

1.2.2. Live Board 2

Description: Live Board 2 displays detail information about 01 stock code

Customer want to see detail information of any stock code, select stock code at the live board 2, end then click Enter:

1.2.3. Live Board 3

Description: Live Board 3 displays detail information about 06 favorite stocks code

Customer click on number 3 to see Live Board 3:

Customer can see information of stock code by the way to put in stock code which customer want to see in white box in each information box end then click Enter.

On Live Board 3, customer can see 03 information of stock code:

➢ General: to view general information about the stock code

➢ Chart

➢ Information

1.2.3.1. General

Customer click on **General** to see general information of stock code:

1.2.3.2. Chart

Customer click on **Chart**:

1.2.3.3. Information

Customer click on **Information**, system will automatic link to PHS website to see relevant information of stock code.

1.3. Place orders screen

1.3.1. Place order

1.3.1.1. Place normal order

Step 1: Enter the following order placing information:

- ➢ Sub Account: Customer select sub account
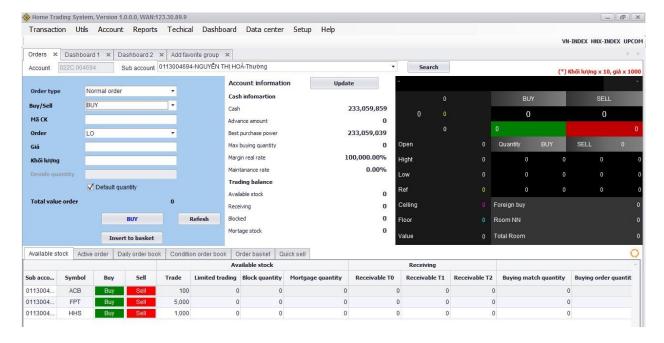- ➢ Order type: Normal/Condition
- ➢ Buy/Sell: Buy/Sell/Mortgage Sell
- ➢ Stock code: enter the stock code that you want to order
- ➢ Type of order: for each stock code of each Stock Exchange, system will display order type commensurate with order type of each Stock Exchange.
- ➢ Price: Buy/Sell price must be in the range of ceiling-floor price and comply with the prescribed price variation of each stock exchanges.
- ➢ Volume: the stock volume that customer wants to place which must comply with the prescribed lot quanity of each stock exchanges.
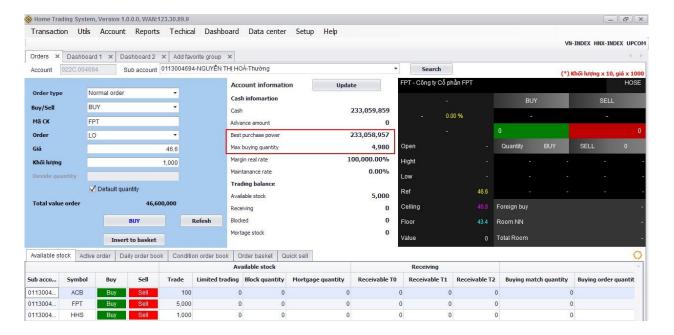- ➢ Total order value: Volume * Price

Note:

⬦ When customer place buy order, system will display buying power, maximum buying quantity of customer.

Buying volume of customer must be smaller or equal to the maximum buying volume.

Maximum buying quantity: system regulates buying power by floor price. If customer enter order price, system regulates buying power by order price.

⬦ When customer place Sell/Mortgage Sell, system will display available Stock Balance and mortgage balance.
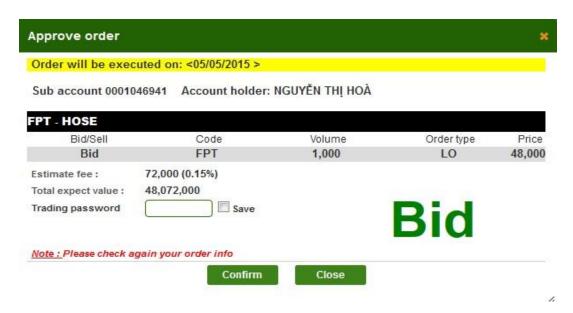
- For normal Sell: Sell Quantity <= Available Stock
- For mortgage Sell: Mortgage Quantity <= Mortgage Stock

Step 2: Click on **"SELL"/"BUY"** to place order

Step 3: Enter trading password and Click on **"Confirm"** to execute order:

Step 4: Click on **"Close"** to close approve order screen.

Step 5: When place order success, system display:
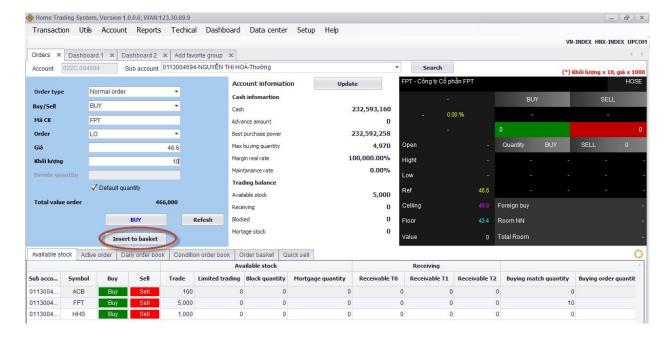
Step 6: Click on [OK] to finish order placing.

1.3.1.2. *Put into basket*

Step 1: Enter the following information:

- ➢ Sub Account: Customer select sub account
- ➢ Order type: Normal/Condition
- ➢ Buy/Sell: Buy/Sell/Mortgage Sell
- ➢ Stock code: enter the stock code that you want to order
- ➢ Type of order: for each stock code of each Stock Exchange, system will display order type commensurate with order type of each Stock Exchange.
- ➢ Price: Buy/Sell price must be in the range of ceiling-floor price and comply with the prescribed price variation of each stock exchanges.
- ➢ Volume: the stock volume that customer wants to place which must comply with the prescribed lot quanity of each stock exchanges.
- ➢ Total order value: Volume * Price

Note: When putting orders into the basket, customer does not need to enter authentication code.

Step 2: Click on **"Insert to basket"** to put orders into basket.

Step 3: Click on **"Refesh"** to cancel the entered information

Step 4: After click on **"Insert to basket**" the system will display the message:
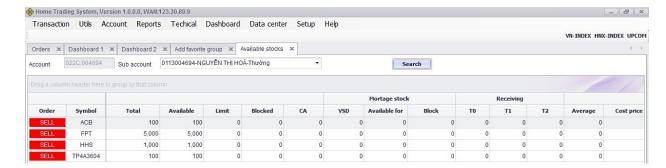

Step 5: Click on **"OK"** to finish putting orders into basket.
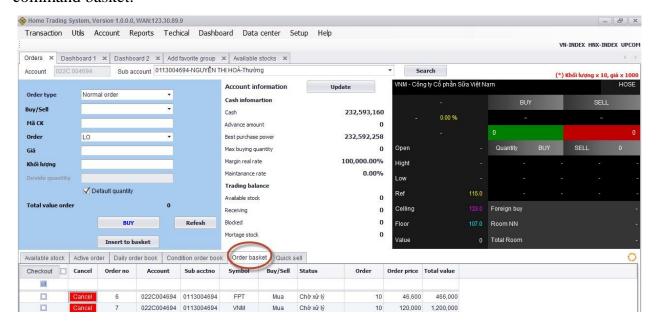
1.3.2. Available Stock

Description: Monitor will display information on existing stocks of customer which is available to buy/sell**:**

1.3.3. Order basket

Description: You can choose one or more orders from the basket to put. Orders meet eligible collateral condition will be sent. Orders that do not meet the eligibility margin remained in command basket:
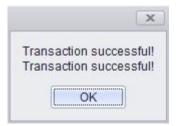

On this screen, customer can place separated order or group of orders by marking √ at the square next to the order that you want to place then click the button **"Checkout"** Customer can place all orders by marking √ at the square next to button **"Chekout"**

After customer completes order selection, on screen will appear:

Enter the PIN code and click the button **"Confirm"** to place orders, click **"Close"** if you want to cancel the order.
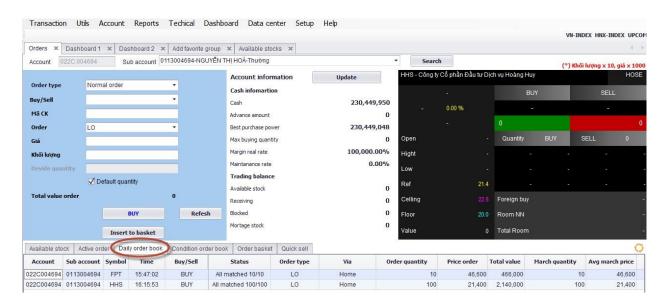

Click the button to complete the order.

Note:

- The orders placed successfully will be transformed into operational order.
- The invalid orders as beyond buying power of the sub-account for the buying orders or exceed the amount of stock for selling orders will not be converted into active orders and will be canceled at the end of the trading day.

1.3.4. Daily order book

Description: This function will display all the orders that customers place within a day:
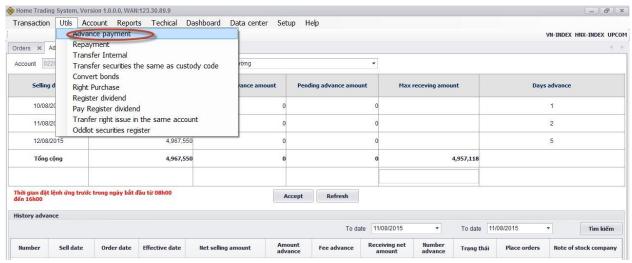

1.4. Utilities
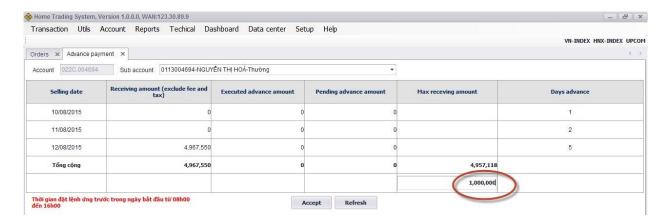
1.4.1. Payment in Advance

1.4.1.1. Payment in Advance (PIA)

Step 1: On menu bar, select function **"Utils" => "Payment in advance"**
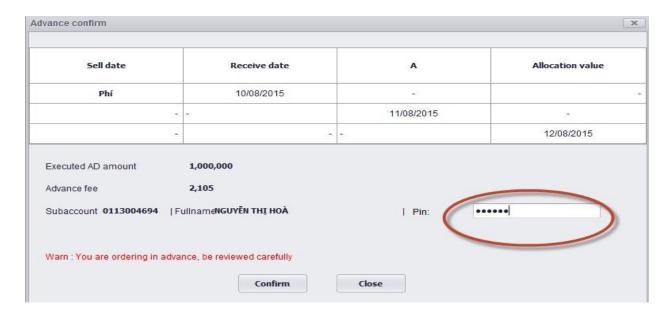

Step 2: Enter the desired Payment in advance (PIA) amount:

Step 3: Cllick on **"Accept"** to make payment in advance

Step 4: Click on **"Refesh"** to cancel the entered information **Step**

5: Confirm PIA order and enter trading password:
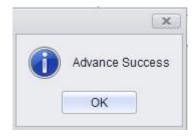

Note: When make payment in advance: PIA amount of customer = PIA request amount + Advance fee.

Step 6: Click on **"Confirm"**

Step 7: Upon successful PIA, the system will display a notice of success:

Step 8: Click on ⬛ OK to finish PIA.

1.4.1.2. PIA history

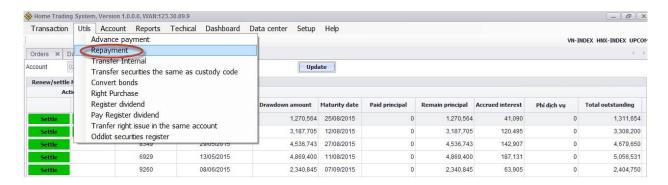PIA history screen allows customer to look up the history of customer's PIA:

Step 1: Enter the following information:

- ➤ From date
- ➤ To date

Step 2: Click on **"Filter"** to display look up information.

Step 3: Click **"Export"** to export excel file or export PDF file.
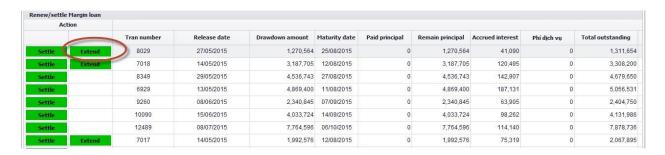
1.4.2. Extend/Settle Margin Loan

The screen of Extend/Settler margin loan: select **"Utils"** => **"Repayment":**

1.4.2.1. Extend margin loan

Step 1: Select renew margin loan and click on **"Extend":**

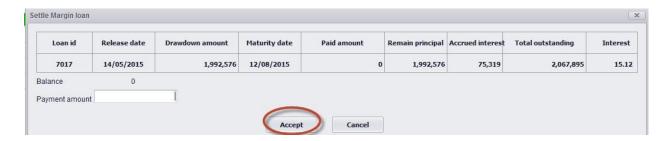**Step 2:** Enter extend date and click on **"Accept".**

1.4.2.2. Settle margin loan

Step 1: Select settle margin loan and click on **"Settle":**

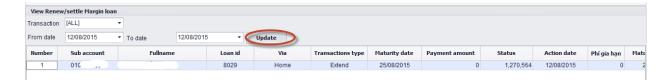**Step 2:** Enter payment margin loan amount and click on **"Accept":**

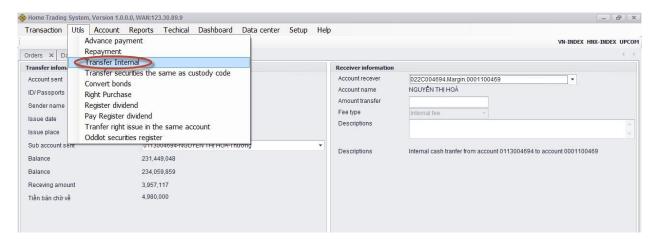## *1.4.2.3. Extend/Settle margin loan history*

Customer can look up extend/settle margin loan history which are already done:

The screen of history:

1.4.3. Cash transfer

Customer select Tab **"Utils" => "Cash transfer"**

Description: Customers can make internal transfer with the same custody account numner or external transfer with a bank account number and beneficiary name which have been registered in advance.

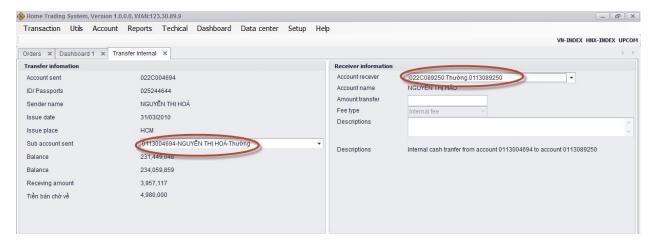## *1.4.3.1. Internal transfer*

1.4.3.1.1. Internal transfer on the same custody code

For internal transfer customer do not pay cash transfer fee.

1.4.3.1.2. Internal transfer on different custody code

Step 1: Select beneficiary account which is different custody code from account sent:

Step 2: Enter transfer amount:

Step 3: Click on **"Accept"**

Step 4: Click **"Get password"** and the sytem will send password to registered cellphone number of customer:

Step 5: After receive OPT password, customer keyin password into the OPT box. Click on **"Submit"** to execute transaction.
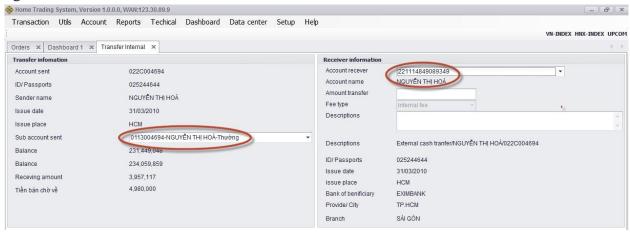
Step 6: If transfer success, system will display **"Success transfer"**

Step 7: Click vào nút [OK] to finish transaction.

1.4.3.2. External transfer

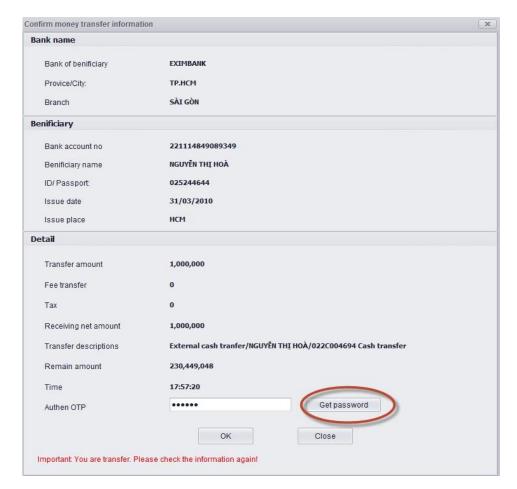**Step 1**: Select the beneficiary account which is the bank account number that customer registered:

Step 2: Enter amount to be transferred

Note: The amount to be transferred must be less than or equal to the maximum amount to be transferred.

Step 4: Click on **"Submit"** to transfer cash

Step 5: Click **"Get password"** and the sytem will send password to registered cellphone number of customer:
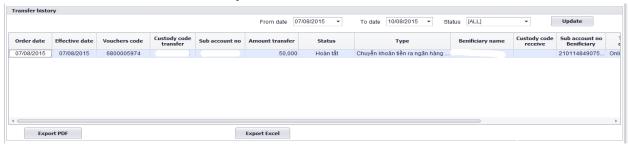
Step 6: Click on **"OK"**

<u>*Note:*</u> Upon making the external transfer, customer have to pay the transfer fee and tax.

Step 7: Click the **"OK**" button to accept the transfer information. When the money is transfer successfully, the system will display a notice of success**.**

1.4.3.3. Cash transaction history

<u>*Description:*</u> Cash transaction history screen allows customer to look up the history of cash transfer which has been sucessfully done.

Step 1: Enter the following information:

- ➢ Status
- ➢ From date
- ➢ To date

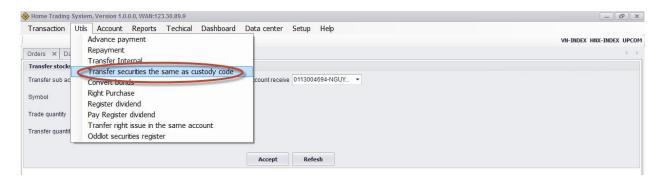**Step 2:** Click on **"Update"** to display look up information

Step 3: Click **"Export"** to export excel file or export PDF file.

1.4.4. Transfer securities on the same custody code

1.4.4.1 Transfer securities

<u>**Description**</u>**:** Screen of transfer securities on the same custody code allows customer who have two sub-accounts: the first one is normal account and the second on is margin account on the same custody account. Customer is entitled to transfer securities between sub-accounts.
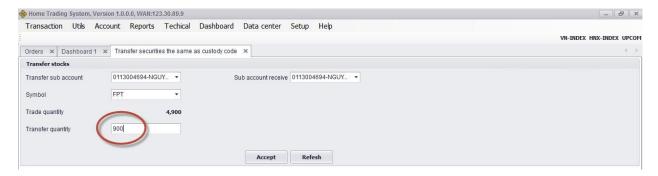
Step 1: select function **"Utilities" => "Transfer securities on the same custody code":**
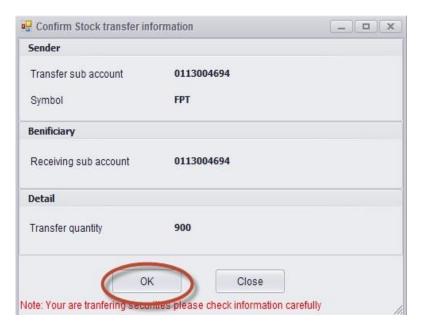

Step 2: Enter the following information:

- ➢ Transfer sub account

- ➢ Beneficiary sub account

- ➢ Stock code: includes available stock

- ➢ Volume to transfer: Volume to be transferred must be less than or equal to the maximum available volume to be transferred.

Step 3: Click on **"Accept"** to transfer stock

Step 4: Click on **"Refesh"** to cancel stock transfer

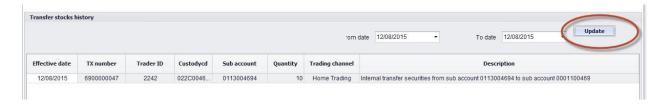**Step 5**: When the stock is transfer successfully, the system will display a notice of success:

Step 6: Click **"OK"** to finish transaction.

1.4.4.2 Transfer securities history

Screen of securities transfer history allows customers to look up the history of the stock transfer that customers have made:

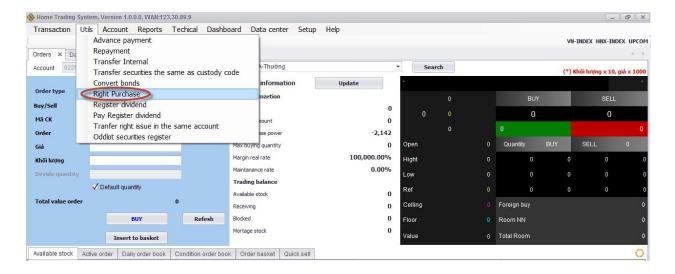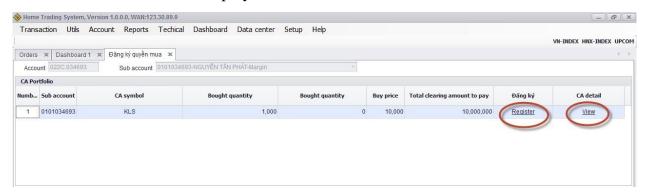| Transfer stocks history							rom date 12/08/2015 ▼ To date 12/08/2015 Update
Effective date	TX number	Trader ID	Custodycd	Sub account	Quantity	Trading channel	Description
12/08/2015	6900000047	2242	022C0046...	0113004694	10	Home Trading	Internal transfer securities from sub account 0113004694 to sub account 0001100469

1.4.5. Register Right issue

1.4.5.1. Right issue portfolio

__Description:__ Customer can register right to buy share with the shares included in **"Right Issue Portfolio".**

Step 1: Select **"Utils"** => **"Register right issue"**
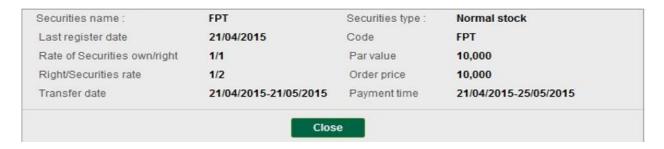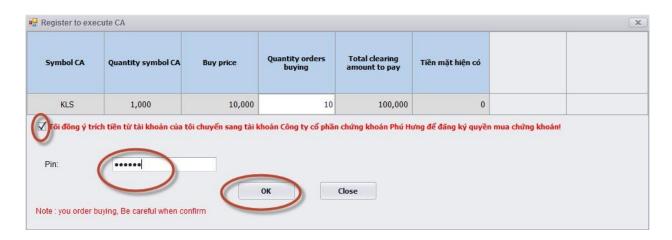

After select, the screen will display:

Step 2: View the detail of right information: Click **"View"** to see right detailed information of share:

Right issue detail:

Securities name :	FPT	Securities type :	Normal stock
Last register date	21/04/2015	Code	FPT
Rate of Securities own/right	1/1	Par value	10,000
Right/Securities rate	1/2	Order price	10,000
Transfer date	21/04/2015-21/05/2015	Payment time	21/04/2015-25/05/2015

Close

Step 3: In order to register right, customer click **"Register"**. The screen will display register to exercise right:

Register to execute CA

Symbol CA	Quantity symbol CA	Buy price	Quantity orders buying	Total clearing amount to pay	Tiền mặt hiện có		
KLS	1,000	10,000	10	100,000	0		

☑ Tôi đồng ý trích tiền từ tài khoản của tôi chuyển sang tài khoản Công ty cổ phần chứng khoán Phú Hưng để đăng ký quyền mua chứng khoán!

Pin: ●●●●●●

OK   Close

Note : you order buying, Be careful when confirm

Step 4: Customer enter the number of share to buy and keyin password

Step 5: Click on **"OK"**

Step

    6: Upon successful transaction, the sytem will show a notice of sucess

Step 7: Click on to finish transaction.

<u>*Note:*</u> Customer must ensure the sufficiency of cash upon registering for right (Buying amount payable = Volume * buying price).

1.4.5.2. *Register right issue history* Customer

can look up right history:
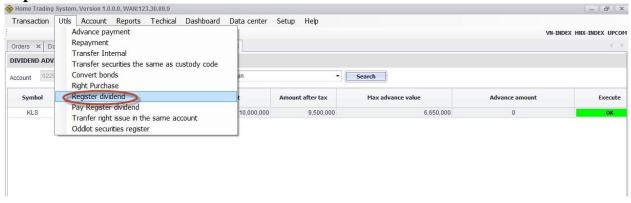

Step 1: Enter the following information:

- ➢ From date
- ➢ To date

Step 2: Click on **"Filter"** to look up information

Step 3: Click **"Export"** to export excel file or export PDF file.

1.4.6. Divident advance payment

1: select function **"Utils"** => select **"Dividend advance payment".** The screen will display:

Step

Note: Dividend advance payment is executed for 01 time only.

Step 2: Enter **"Advance amount"** and click "OK".

1.4.7. Refund dividend advance

Customers can make payment to dividend advance on the screen of refund dividend advance amount.

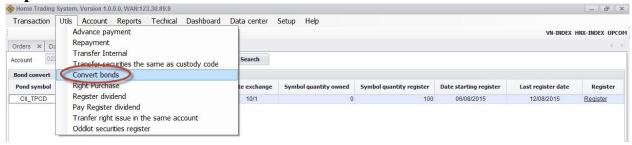**Step 1:** Select "**Utils**" => "**Refund dividend advance**" and "**Search**":

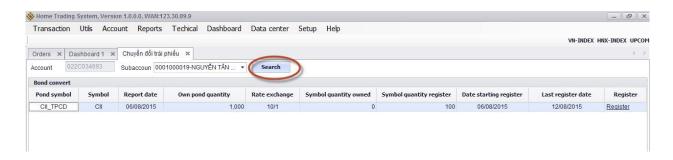**Step 2:** Click "OK" to refund dividend cash.

1.4.8. Convert Bond
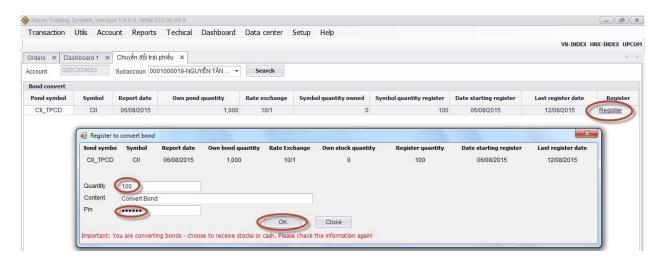
1: Select "**Utils**" => "**Convert Bond**":

Step

Select **"Search":**

Step 2: Click on **"Register":**

Step 3: Enter information **"Quantity"**, **"Content"** and **"Password"** and click **"OK".**

Step 4: Upon successful transaction, the sytem will show a notice of success:
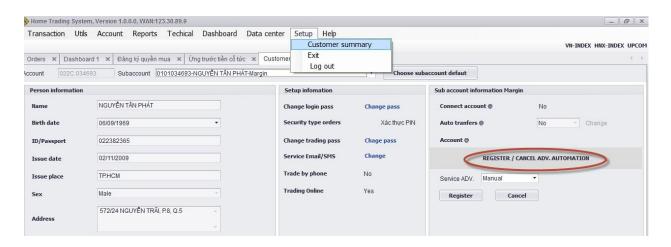
Customer can look up Convert Bond history:

1.4.9. Register/Terminate online Payment in advance service

Step 1: Select Tab **"Set up"** -> select **"Customer summary"** -> **"Register/Cancel PIA online":**

Step 2: Select "**Register/Cancel PIA online"** by manual or automatic.

Step 3:

☐ Click on **"Register"** to register PIA service from manual to automatic ☐
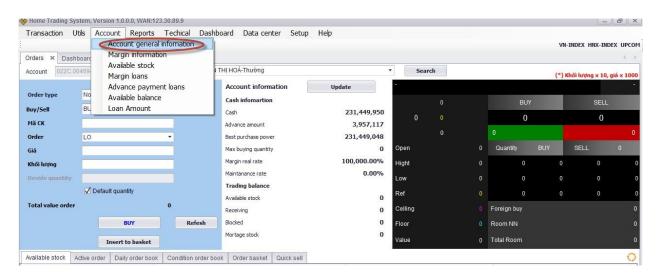Click on: **"Cancel"** to cancel this service.

1.5. Account

1.5.1. Account general information

Description: Account General Information is displayed by a general lookup screen, allowing customer to look up the cach balances, total asset, as well and the current loan amounts of customer.

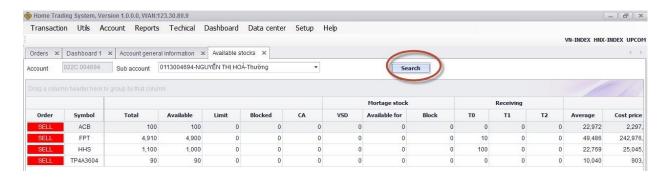**Step 1:** Select tab **"Account" => "Account general information"**

Step 2: Select sub account number and click **"Search"**

Description: The screen of available securities allows customer to look up available securities of customer by details.

Step 1: Customer select **"Account"** => **"Available securities"**, the screen displays as follows:

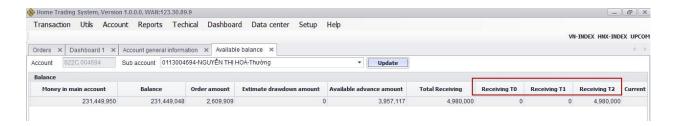 **Step 2**: Customer can place **"Sell"** order by clicking on **"Sell"** button.

Note: Button **"Sell"** only pops up when the volume of selling stock is smaller than the available securities.

1.5.2. Balance

Description: The screen of available balance allows customer to look up available balance, withdrawal amount…of each sub account of customer.

Account => "Balance"

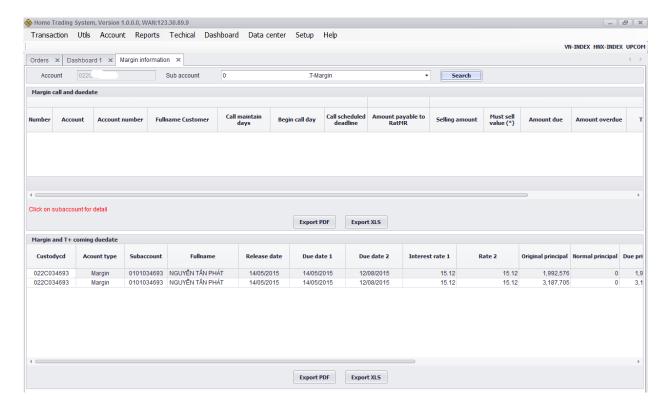Select sub account and click on **"Update"**, customer can select All.

1.5.3. Margin information

Select **"Account"** => **"Margin information"** includes 03 funcstions:

1.5.3.1. Margin call

- Look up sub account of customer has or not has margin call -

Select sub account and click on **"Search":**

1.5.3.2. Margin Loan is coming duedate

Select sub account ➔ Click on "Search": this will be display margin loan is comining duedate.
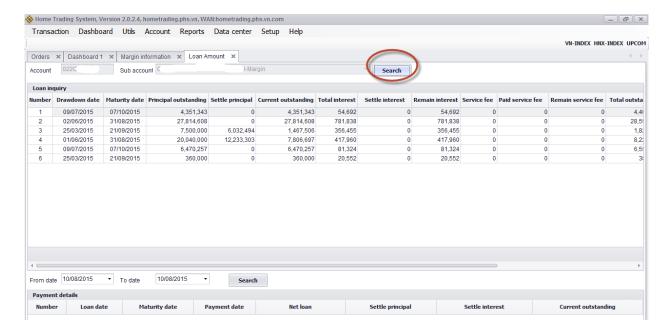
1.5.3.3. Warning debt but out of securities

This funcstion will display sub account of customer in order to warning in sub account still having outstanding but out of asset value.

1.5.3. Margin Loan amount
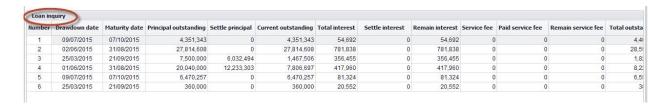
Select "**Acccount**" => "**Loan amount**"

<u>*Description:*</u> This screen to look up all outstanding: margin, delayed payment…of customer:

1.5.4.1. Loan inquiry

Select sub account and click on **"Search":** this will be look up margin outstading, delayed payment, quota of customer:

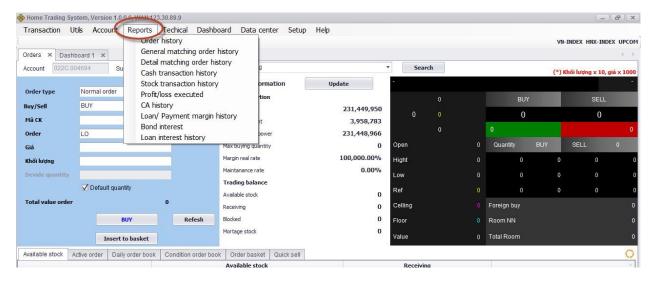## 1.5.4.2. Payment detail:

Select sub account → Select from dat to date → Click on "Search": this will be look up all payment outstanding history.
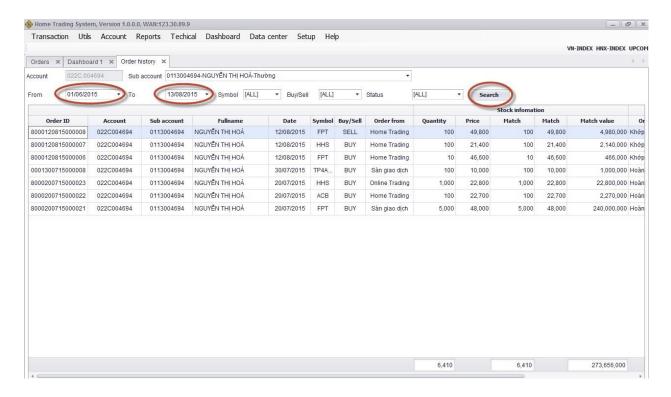

1.6. Report

1.6.1. Order history and General matching order history

Step 1: Select **"Report"** => **"Order history"**, select from date to date and click on

"Search":

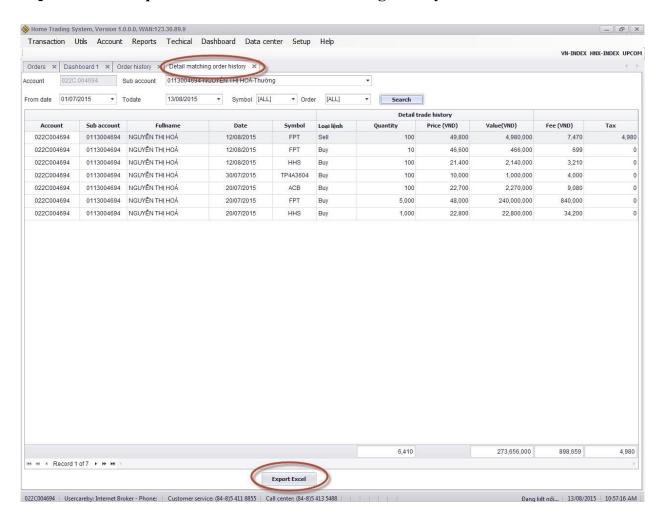**Step 2**: Enter the following information:

- ➢ Sub account: select sub account want to look up
- ➢ From date
- ➢ To date

> ➢ Stock code: Enter 1 stock code. If it is left empty, the system will automatically understand as all stocks that customer is holding.
>
> ➢ Order: Select Buy/Sell order or default to all order.

Step 3: Click on **"Search"** to look up matched orders

Step 4: Click **"Export"** to export excel file or export PDF file

1.6.2. Detail order matching history

Step 1: Select **"Report"** => **"Detail order matching history"**
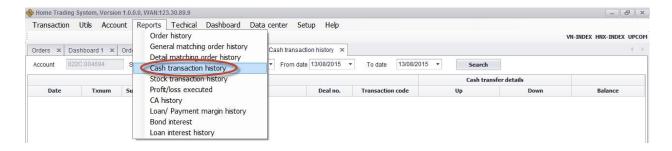

Step 2: Enter the following:

> ➢ Select sub account you want to look up

- ➢ From date

- ➢ To date

- ➢ Stock code: Enter 1 stock code. If it is left empty, the system will automatically understand as all stocks that customer is holding.

- ➢ Order: Select Buy/Sell order or default to all order.

Step 3: Click on **"Search**" to look up order information.

Step 4: Click on **"Export"** to export excel file.

1.6.3. Cash transaction history

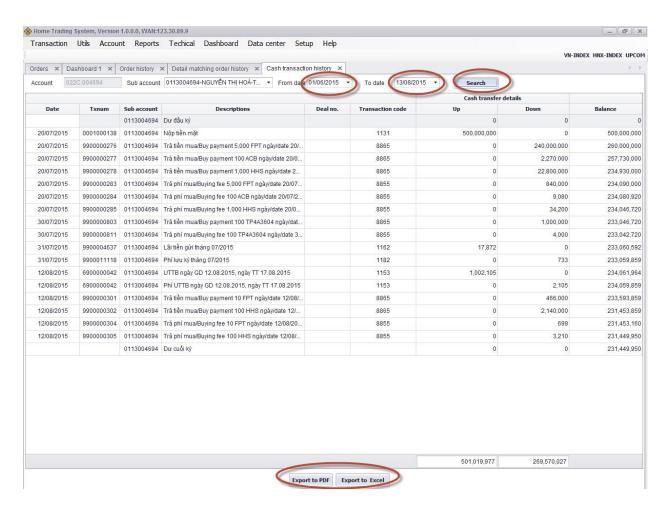**Step 1**: Select **"Report" => "Cash transaction history"**

Step 2: Enter the following information:

- ➢ Select sub account you want to look up

- ➢ From date

- ➢ To date

- ➢ Stock code: Enter 1 stock code or it is left empty, the system will automatically understand as all stocks that customer is holding.
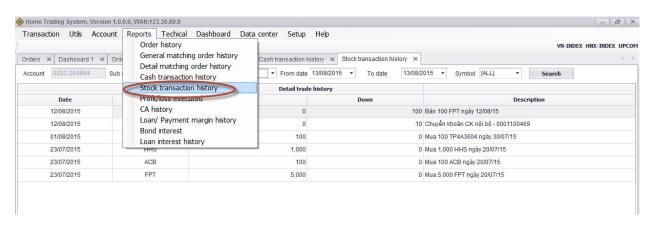
- ➢ Status

Step 3: Click on **"Search"** to look up report information.

1.6.4. Stock transaction history

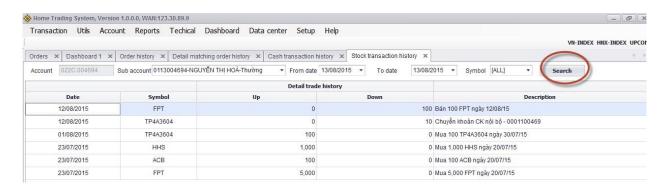**Step 1**: Select **"Report"** => **"Stock transaction history"**

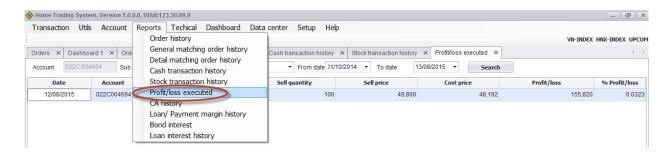**Step 2**: Enter the following information:

- ➢ Select sub account you want to look up
- ➢ Stock code: Enter 1 stock code or or all available stock code
- ➢ From date
- ➢ To date

Step 3: Click on **"Search"** to look up information.

1.6.5. Profit/Loss executed

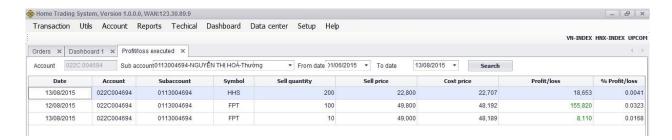**Step 1**: Select **"Report" => "Profit/Loss excecuted"**

Step 2: Enter the following information:

- ➢ Customer select sub account you want to look up
- ➢ Stock code: customer select 1 stock code or or all available stock code
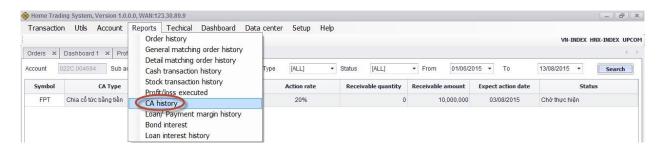- ➢ From date
- ➢ To date

Step 3: Click on **"Search"** to look up information.

1.6.6. Coporate Actions history

Step 1: Select **"Report"** => **"CA history"**

Step 2: Enter the following information:

➤ Customer select sub account you want to look up
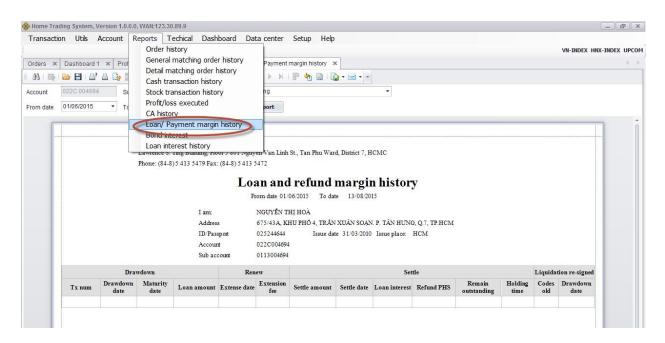
➤ From date

➤ To date

➤ Coporate Actions type

➤ Status

Step 3: Click on **"Search"** to look up information.

1.6.7. Loan/ payment margin history

Step 1: Select **"Report"** => **"Loan/payment margin history"**

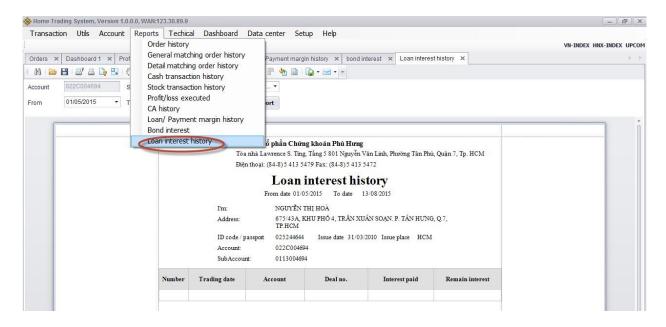**Step 2**: Enter the following information:

- ➢ Customer select sub account you want to look up
- ➢ From date
- ➢ To date

Step 3: Click on **"Search"** to look up information.

1.6.8. Loan interest report

Step 1: Select **"Report"** => **"Loan interest history"**

Step 2: Enter the following information:

- ➢ Customer select sub account you want to look up

- ➢ From date

- ➢ To date

Step 3: Click on **"Creat report"** to look up information.

1.7. Data center

On the Tab **"Data Center"** including the following information:

1.7.1. Enterprise Data

1.7.2. Market overview

1.7.3. News

1.7.4. Upcoming events
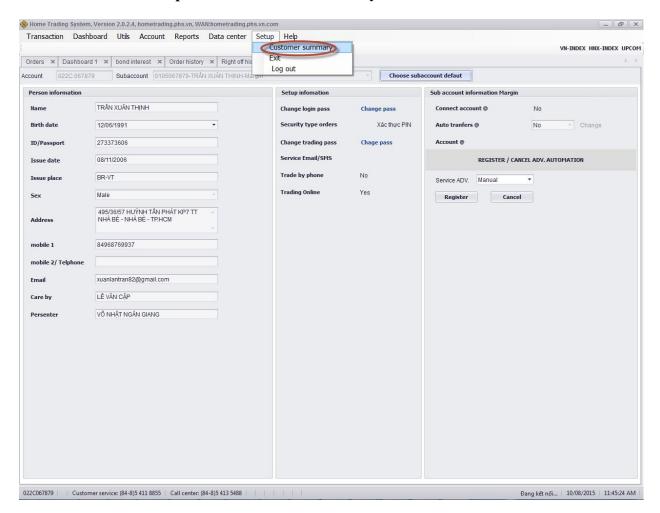
When customer select 01 of the above information, system will automatically link to PHS's website for reading.

1.8. Set up

1.8.1. Customer summary

Customer select **"Set up"** => **"Customer summary":**

1.8.2. Exit

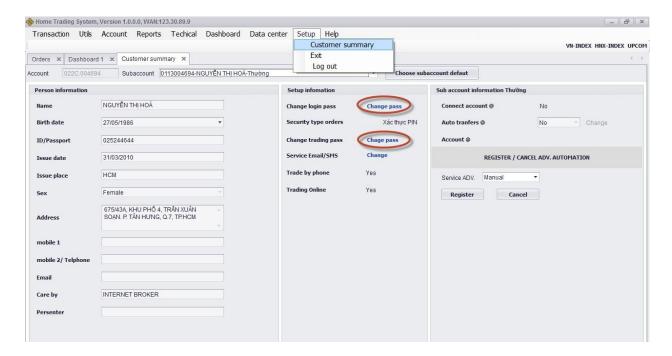Customer select **"Set up"** => **"Exit"** to exist of system.

1.8.3. Log out

Customer select **"Set up" => "Log out"**, click Yes or No.

1.8.4. Change password

1.8.4.1. Change login password

Step 1: Select **"Set up"** => **"Customer summary"** => Change login password **Step**

2: The screen will display, enter the following inforamtion:

> ➢ Input old password
> ➢ Input new password
> ➢ Re-input new password

Step 3: Click on **"Update"** to change trading password or click on **"Cancel"** to cancel entered information.

Step 4: When success, system will display a notice:

Step 5: Click on OK to complete transaction.

1.8.4.2. Change trading password

Step 1: Select **"Set up"** => **"Customer summary"** => Change trading password

Step 2: Enter the following information:

- ➢ Input old password
- ➢ Input new password
- ➢ Re-input new password

Step 3: Click on **"Update"** to change trading password or click on **"Cancel"** to cancel entered information.
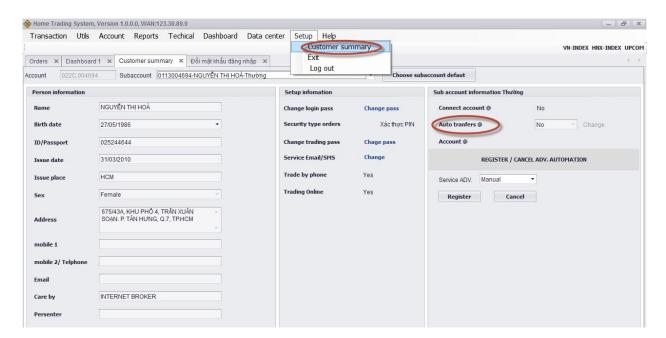
Step 4: When success, system will display a notice:

Step 5: Click on [OK] to complete transaction.

1.8.4.3. Update sub account information

On the Tab **"Set up"** => select **"Customer summary"** => **Auto transfer**. This function is used for customer who want to use incoming selling amount comes into private account or sub account at PHS. Customer select YES/NO, click on "Change". Account status will be updated according to customer choosen.
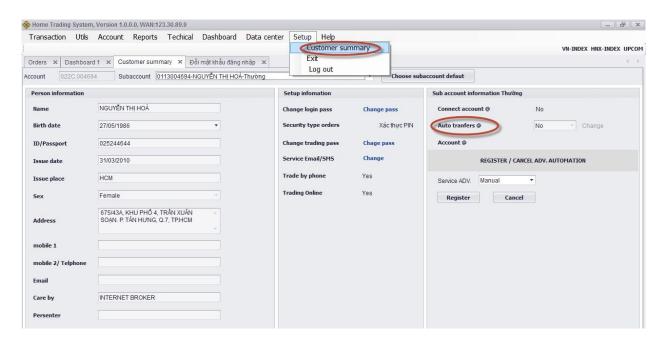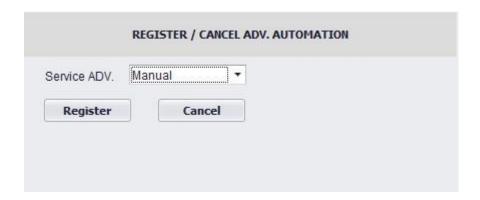

1.8.4.4. Register/Cancel Payment in advance online

This function is used in case customer want to use PIA service manual or automatic after matched selling order.

Customer can select Payment in advance service by selecting on the Tab **"Set up"** =>

"Customer summary" => Register/Cancel ADV automation:

Choose Manual or Auto, click on **"Register"**, if customer want to cancel this, click on

"Cancel", system will automatically be updated registered information.