

# MI-TRADE Online trading User Guide

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#### 1 INTRODUCTION

Thank you for choosing **MI-TRADE online trading system**, which offers you a hassle-free online trading experience with its reliable features and tools to assist you in capitalizing Vietnam's market opportunities.

In the long term strategy development with Vietnam's market, as well as to bring comfort and provide new products and services, so we introduce the new advanced **Mi-Trade online trading system**. You can also access MI-TRADE online trading system at your home or overseas at your fingertips

Before attempting to login to the MI-TRADE online trading system, please take note of the following:

#### 1.1 System requirements

**MI-TRADE online trading system** doesn't require any pre – processing action. What you need is a computer with internet connection and the minimum recommended system requirements for trading display below:

SYSTEM	DESCRIPTIONS		
	A Pentium III 500 MHz or above		
Hardware	SGVA monitor configured to 1024 * 768		
	512 MB of RAM or above		
Operationg System	Windows XP/Vista/7		
	Internet Explorer 8.0 or above		
Web browser	Mozilla Firefox 11 or above		
	Google Chrome		

As content on our system is constantly updated, we recommend that you adjust your browser cache settings to check for newer versions of stored pages upon every time you visit our page.

#### 1.2 Client services

For enquiries and online trading assistance, please contact our Client Services at: (08) 39110690 or email us at contact@miraeasset.com.



#### 2 SYSTEM & UTILITIES

#### 2.1 Login

In order to log in the online trading system MI – TRADE, please browse our webpage: <a href="https://www.masvn.com/">https://mi-trade.masvn.com/</a> or <a href="https://mi-trade.masvn.com/">https://mi-trade.masvn.com/</a> then fill your username and password in Log in screen:



Username and Password to log in MI-TRADE system set as below:

	MI-TRADE				
Username	<client's code="" custody=""></client's>				
Password	<new password=""></new>				

#### ✓ Note:

<Client's custody code>: the system will default to below principle:

**EX:** Custody code: 077C086868

<New password>:

We will send initial password to client via SMS or email. You will be required to change password at the first time logging in to the new system

#### 2.2 Initial Log in:

At the first time you log in, new system will require clients change password as below:





Press "Save" to save your own new password then the main page will be displayed

#### 2.3 Unsuccessful logging in:

MI-TRADE will appear error note, please correct your log in information accordingly with the note.



#### ✓ Note:

If you enter wrong password three (3) times, the system will lock your account for security reasons. To log in again, please contact with your Broker to get new password.

#### 2.4 Languages and Switching languages:

MI-TRADE's default language is Vietnamese. After successful logging in, clients can switch between 2 languages by clicking to language symbols on the top right corner of screen.





"Confirmation pop-up message" appears: Do you want to save your work?

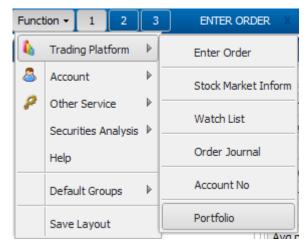
- Select Yes: System will save existing tabs that you are watching
- Select No: System will not save existing tabs that you are watching but transfer to default mode or the last saved

mode



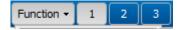
#### 2.5 Organizing Menu:

Select < Function>, to display Menu:



#### 2.6 Functions interface layout:

Default layout of MI-TRADE is designed with three (03) windows 1, 2, 3 as below:



Detail:

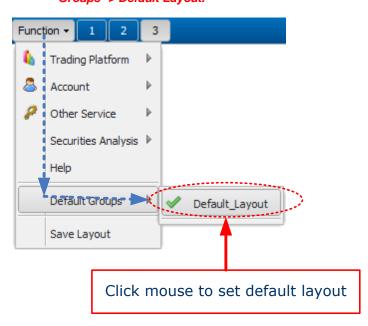
Window 1: Mainpage (Power trader)

Window 2: Default "PORTFOLIO"



#### Window 3: Default "CASH ADVANCE"

- ✓ Note:
- Each window, clients can open 07 functions at the most.
- For your convenience, when you want to open other function we recommend client firstly select Window 2 or Window 3, then active the function you want. In case you want to set default Layout, please process: Function ->Detail Groups -> Default Layout.



#### 2.7 Logout:

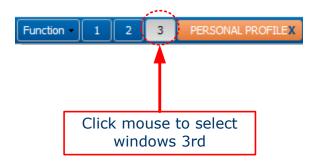


#### 2.8 Change password

Step to display:

#### Step 1:

Select window 2 or window 3:





#### Step 2:

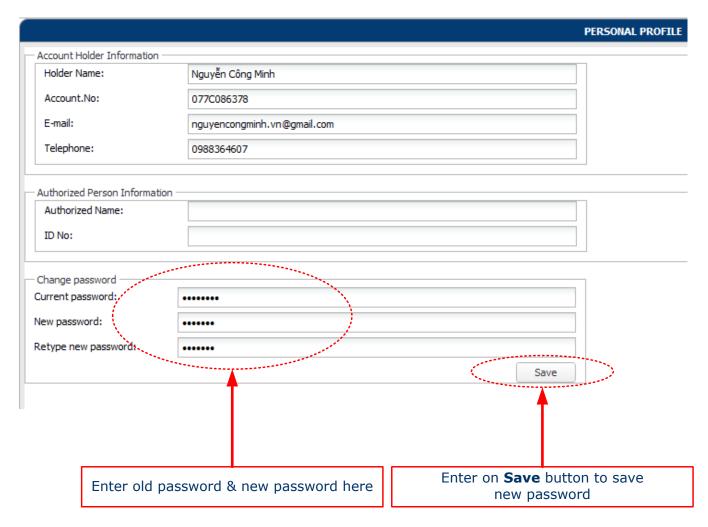
Function -> Account -> Personal Profile:



Step 3:

In PERSONAL PROFILE window, please input information, then click "Save" to active your new password.





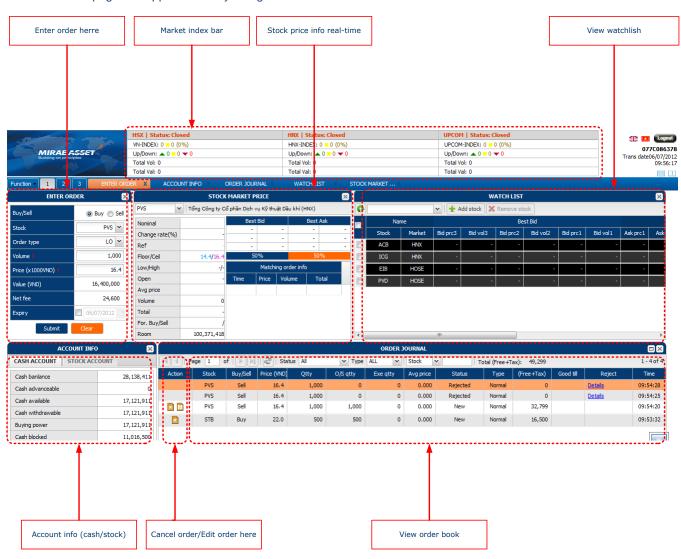
#### 2.9 Matrix card Authentication:

Matrix card authentication is the same with old system. Clients can use matrix card that we provided.



#### 3 MAINPAGE - POWER TRADER

This is the main page that appears when you login:



Functions of main page are designed within one screen in convenience for client's trading.

- Enter order
- Real- time stock price
- Cash account, Stock account
- Order book
- Watch list



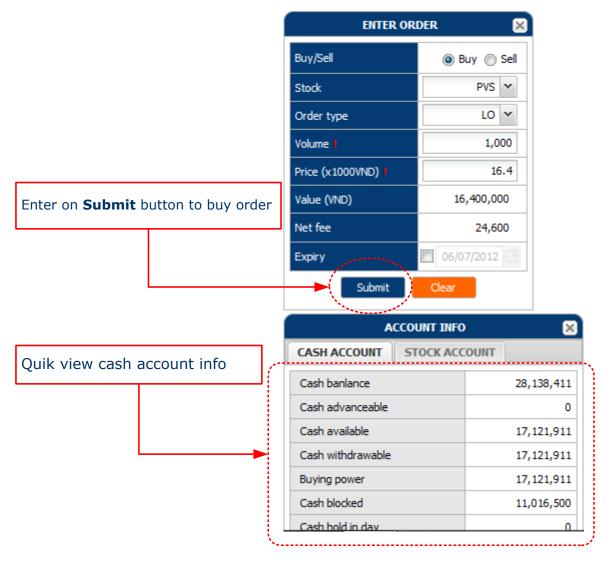
#### 3.1 Enter order

Place Buy/ Sell order:

#### Step 01:

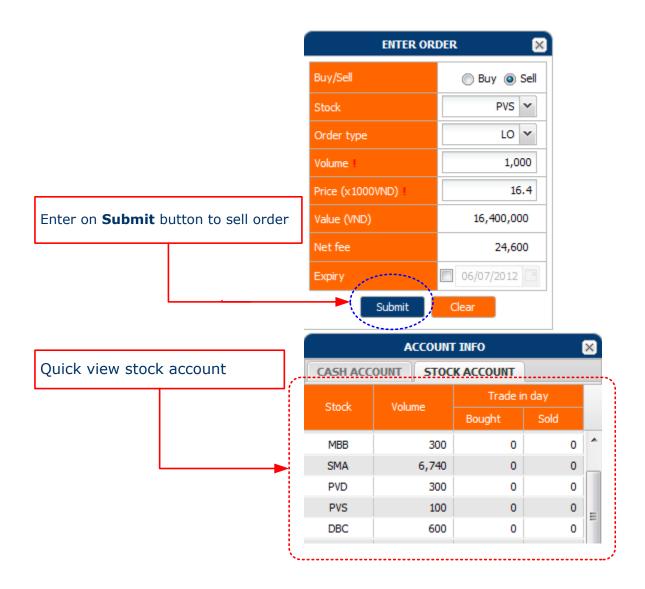
Input information in "Enter Order" window:

When you select "Buy", "Cash account" will be automatically appeared below:



When you select "Sell", "Stock account" will be automatically appeared below:





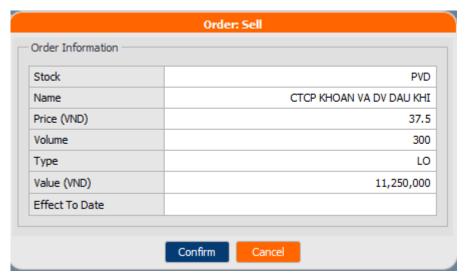
#### ✓ Note:

If you input wrong order information, you can delete and re-input.

#### **Step 02:**

After inputing order information ,please press " Submit",confirmation message will be appeared as below





#### **Step 03:**

Select "Confirm" to send order to Stock exchange host

#### 3.2 Waiting Order (GTD)

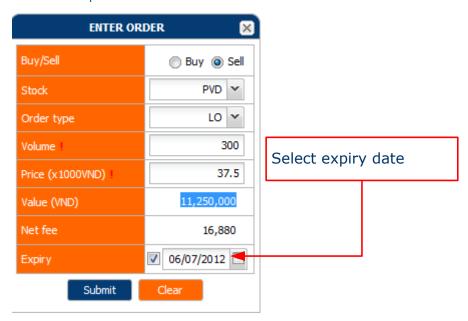
#### **Step 01:**

Input order information

#### **Step 02:**

Select check **box at Expiry**: Expiry 06/07/2012

Then Select expired date



#### **Step 3:**

Select "Submit" to active GTA order.

#### ✓ <u>Lưu ý:</u>



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- GTD waiting order allows you place order out of price band.
- At expiry date, if the price you had put is out of price band, this order will be deleted.
- If you place GTA order and price is within the price band in the following day, the order will be active that date

#### 3.3 Order Journal:

This function help you control and keep track with all you placed orders, and matched orders in trading day:

ORDER JOURNAL													
			tus All	▼ Type ALL ▼ Stock ▼ Total (Free+Tax): 85,389					1-6 of 6				
Action	Stock	Buy/Sell	Price (VND)	Qtty	O/S qtty	Exe qtty	Avg price	Status	Туре	(Free+Tax)	Good till	Reject	Time
×	REE	Buy	15.1	600	600	0	0.000	New	Normal	13,590			10:08:11
	PVD	Sell	37.5	300	300	0	0.000	New	Normal	22,500			10:07:35
	PVS	Sell	16.4	1,000	0	0	0.000	Rejected	Normal	0		<u>Details</u>	09:54:28
	PVS	Sell	16.4	1,000	0	0	0.000	Rejected	Normal	0		<u>Details</u>	09:54:25
× M	PVS	Sell	16.4	1,000	1,000	0	0.000	New	Normal	32,799			09:54:20
×	STB	Buy	22.0	500	500	0	0.000	New	Normal	16,500			09:53:32

#### Order status:

- New: Order is queued at at Mirae Aseet's system and has not sent to Stock exchange host.
- Queued: Pending to match (Order is queued at stock exchange host)
- Fully Executed: Order is fully Matched
- Partially Filled : Order is partially Matched
- Inactive : GTD order is inactive
- Cancelled: Order is cancelled
- **Expired:** Order is not matched and expired.
- ✓ Note:

Click the button refesh to update the latest order status.

#### 3.4 Cancel/Adjust Order:

#### **Regulation:**

Cancel order: applied to Buy/ Sell order on HoSE, HNX & UPCoM

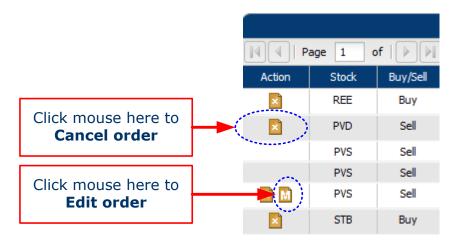


Adjust order: only applied to Buy/ Sell order on HNX

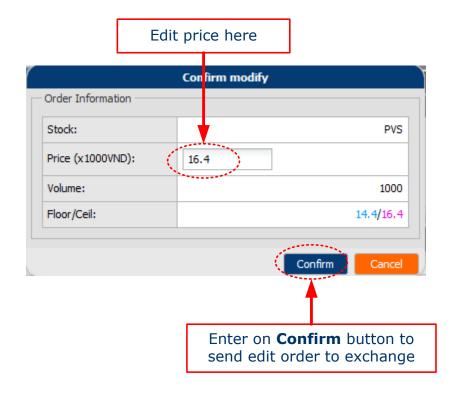
When you want to Cancel/ Adjust order, please look at Order Journal, "Action" column, click

if you want to adjust, and

click if you want to cancel.

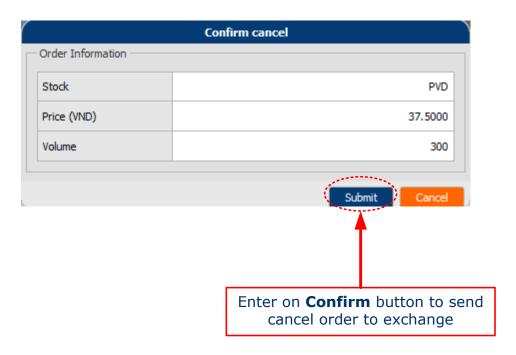


#### Modify confirmation message:



#### **Cancel confirmation message:**





#### 3.5 Account information

#### **Cash account:**

ACCOUNT INFO	×
CASH ACCOUNT STOCK ACC	COUNT
Cash banlance	28,138,411
Cash advanceable	0
Cash available	8,048,321
Cash withdrawable	8,048,321
Buying power	8,048,321
Cash blocked	20,090,090
Cash hold in day	0
Widthdraw pending approval	0

#### **Detail:**

- Cash balance: The cash balance of investors in securities companies
- Cash advanceable : The amount of cash allowed to advance
- Cash available: Cash balance + Cash advance able Cash blocked
- Cash blocked: Total cash being blocked to execute purchase orders of stock (unmatched)
- Cash withdraw able:: The amount of cash can be withdrawn or transferred



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- Buying power: The maximum amount of cash is allowed to buy stock.
- Cash hold in day: The amount of cash has been paid for buying stock. (matched)
- Withdraw pending approval: The amount of cash being traded (including: withdraw, external transfer and

internal transfer + fees (if ) but not being approved yet.

#### Stock account:

ACCOUNT INFO								
CASH ACCOUNT STOCK ACCOUNT								
Charle	ock Volume	Trade in day						
Stock		Bought	Sold					
TDC	3,000	0	0	A				
ASM	200	0	0					
MBB	300	0	0					
SMA	6,740	0	0	Ξ				
PVS	100	0	0					
DBC	600	0	0	Ш				
PGS	300	0	0					
GAS	300	0	0	Ŧ				

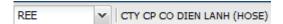
#### Detail:

- **Trade balance:** The trade balance of securities is allowed to sell.
- **Bought:** Total volume of securities bought (matched) up to display time.
- Sold: Total volume of securities sold (matched) up to display time.

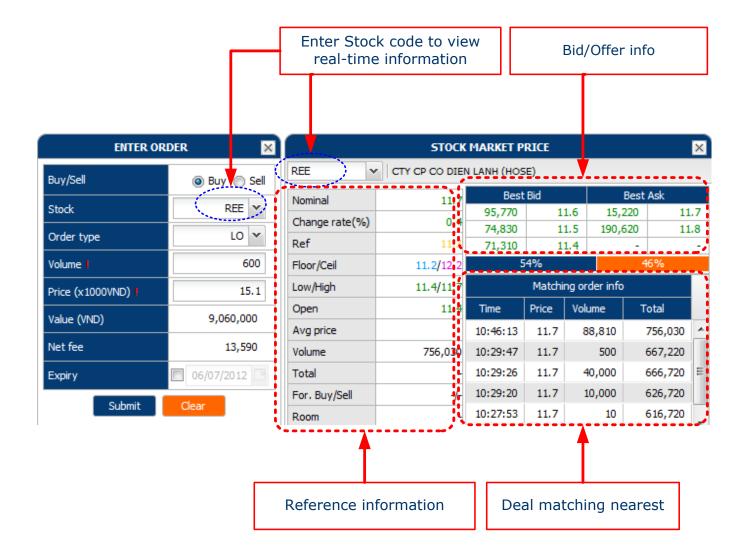
#### 3.6 Real-time stock price information.

Real-time stock price function shows trade information of stock codes during trading hours.

Enter stock code in the enter order or enter stock code to view matching order information in the stock market price:







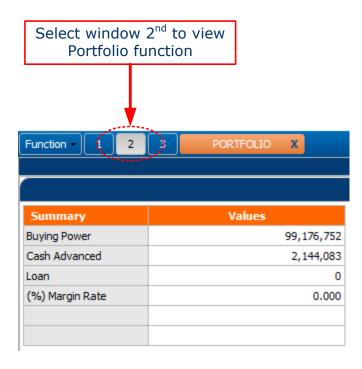
#### 4 Portfolio:

Portfolio allows you to manage your account information, help you access the information and evaluate your profit.

Steps to view portfolio function:

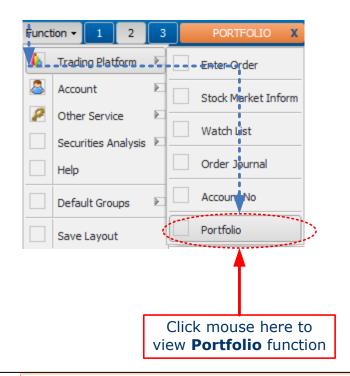
#### Step 1:

Select window 2<sup>nd</sup> to view Portfolio function:



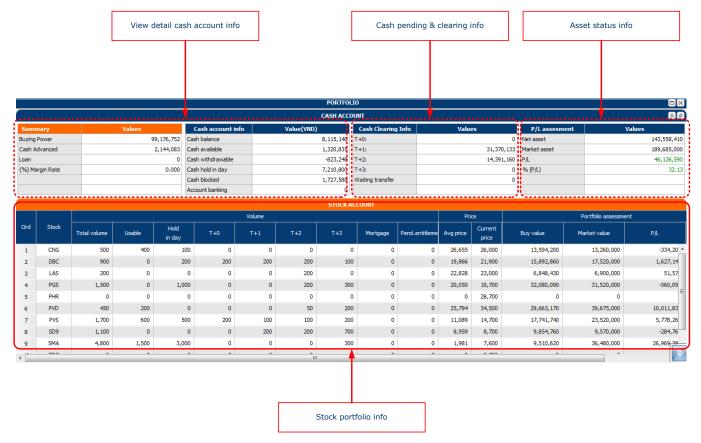
#### Step 2:

On menu bar select function-> trading platform -> Portfolio to show Portfolio function:





#### Portfolio Function:



#### 5 Account:

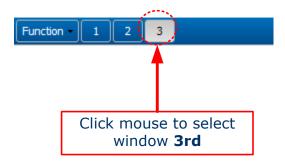
The functions in account module are used to look up Matching Orders History, Cash transaction History, Cash Statement, Stock Statement and Personal Profile.

#### 5.1 Stock transaction history

Steps to display the function:

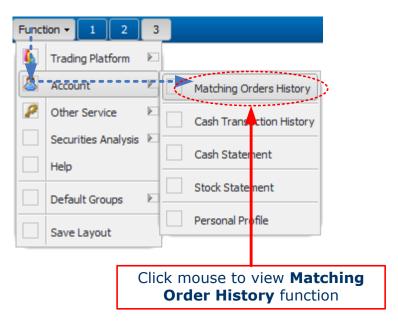
#### Step 1:

Select window 3<sup>rd</sup> or window 2<sup>nd</sup>:



#### Step 2:

On menu bar select *Function -> Account -> Matching Orders History* to display function **Matching Orders History**:



You can look up matching order history by following filter conditions:

- Stock codes.
- Type of order



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From the date....to the date...

#### The interface of **Matiching Order History**:



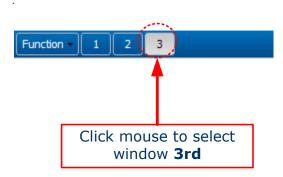


#### 5.2 Cash transaction history:

Steps to display the function:

#### Step 1:

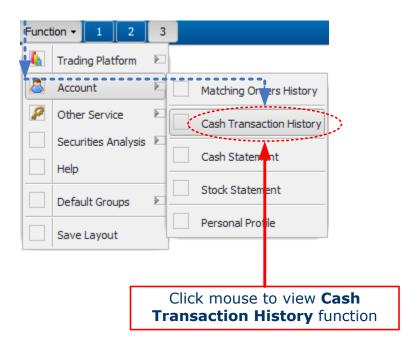
Select window 3<sup>rd</sup> or 2<sup>nd</sup>



#### Step 2:

On menu bar select Function -> Account -> Cash Transaction History to display the function Cash Transaction History

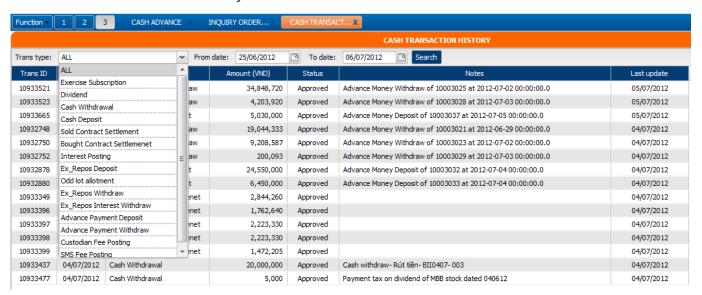




This function allows you to look up all cash transactions by following filter conditions:

- Type of cash transaction
- From the date to the date

#### The interface of Cash Transaction History:



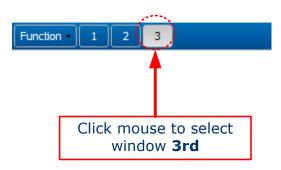
#### 5.3 Cash Statement:

Steps to display function:

Step 1:

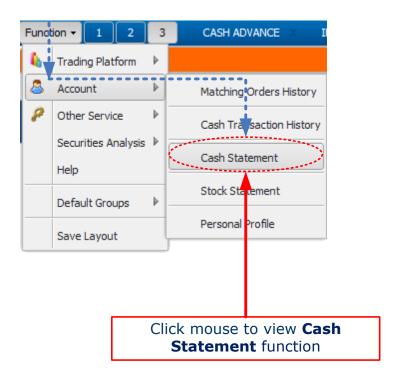


Select window 3<sup>rd</sup> or 2<sup>nd</sup>:



Step 2:

On menu bar select Function -> Account-> Cash Statement to display function Cash Statement:

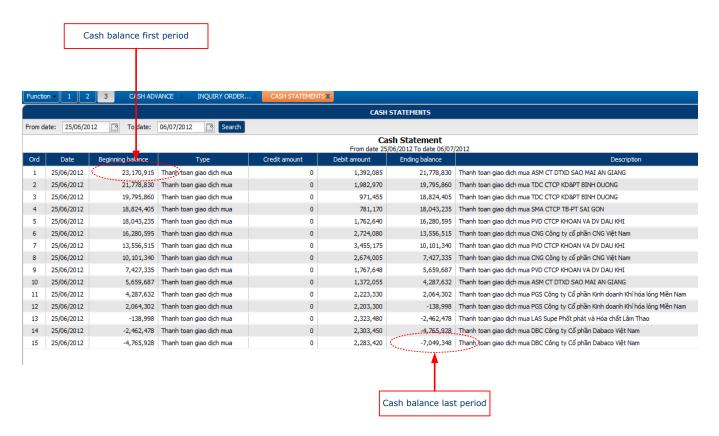


This function allow you to look up the cash statement from the date..to the date..

The interface of Cash Statement:



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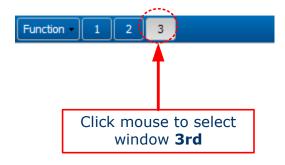


#### 5.4 Stock Statement:

Steps to display function:

#### Step 1:

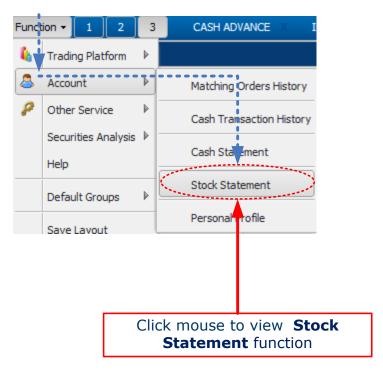
Select window 3<sup>rd</sup> or 2nd:



#### Step 2:

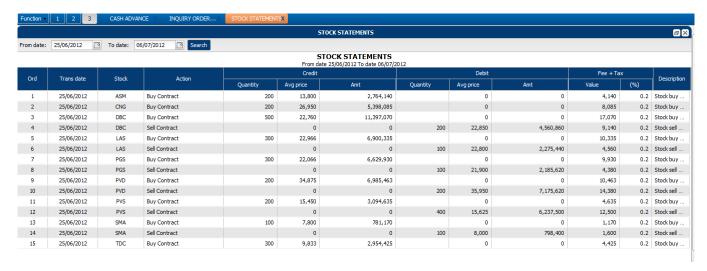
On menu bar select Function -> Account -> Stock Statement to display function Stock Statement:





This function allow you to lookup Stock Statement from the date..to the date.

The interface of function Stock Statement:





#### **6 ONLINE SERVICE**

#### 6.1 Online cash transfer:

The system supports 2 types of transfers:

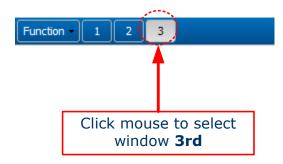
Internal transfer: Transfer between 2 accounts opened in Mirae Asset (Vietnam)

External transfer: Transfer from your account to your own bank account.

Steps to display function:

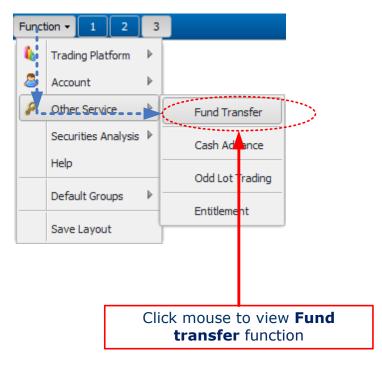
#### Step 1:

Select window 3<sup>rd</sup> or 2<sup>nd</sup>:



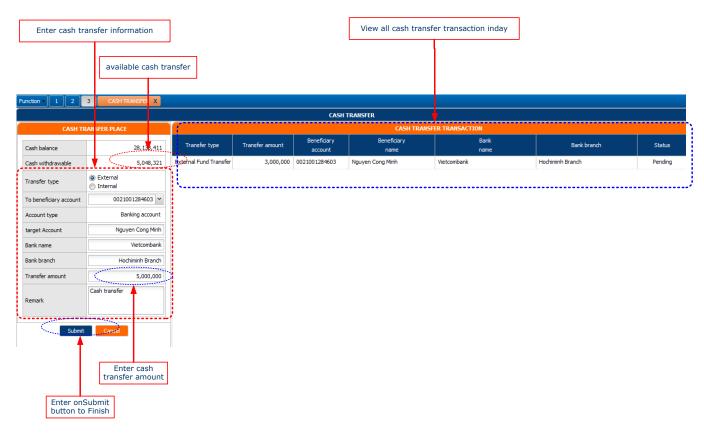
#### Step 2:

On the menu bar select Function -> Other Service -> Fund Transfer to display function Fund Transfer:



The interface of Fund Transfer:



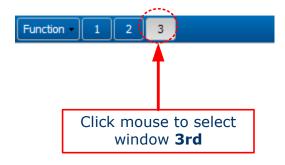


#### 6.2 Cash Advance:

#### **Steps to display function:**

#### Step 1:

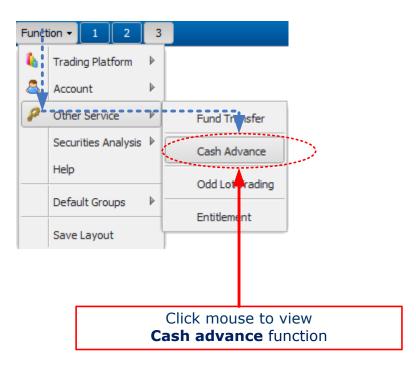
Select window 3<sup>rd</sup> or 2<sup>nd</sup>:



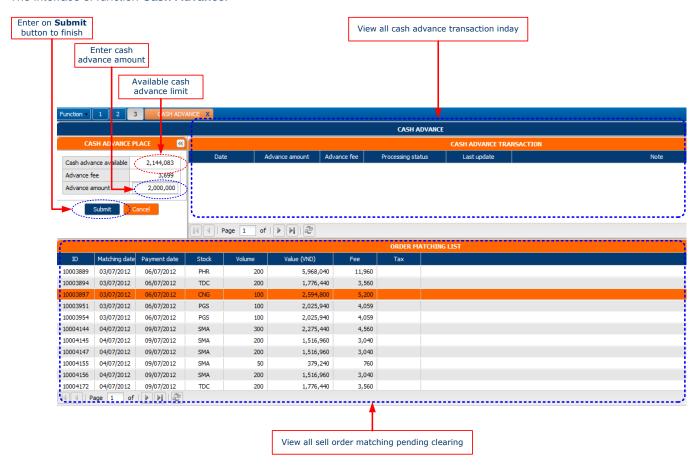
Step 2:

On menu bar select Function -> Service -> Cash Advance to display function Cash Advance:





#### The interface of function Cash Advance:



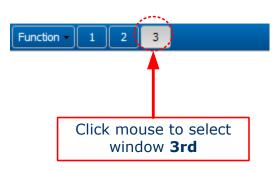


#### 6.3 Odd Lot Trading

#### Steps to display function:

#### Step 1:

Select window 3<sup>rd</sup> or 2<sup>nd</sup>::



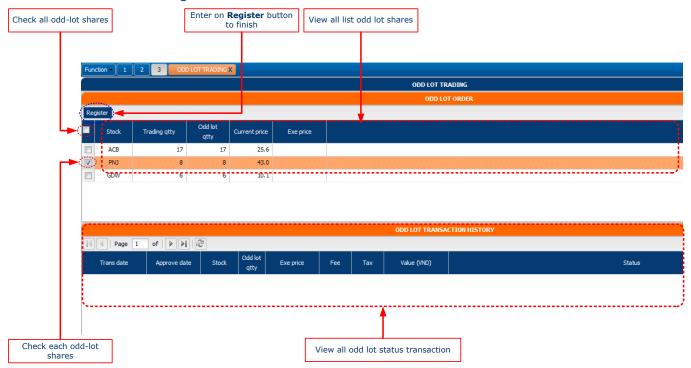
#### Step 2:

On menu bar select Function -> Other service-> Odd Lot Trading to display function Odd lot trading:





#### The interface of Odd Lot Trading:

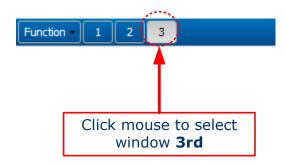


#### 6.4 Entitlement:

#### Steps to display function:

#### Step 1:

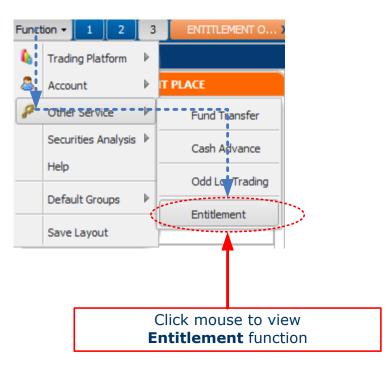
Select window 3<sup>rd</sup> or 2<sup>nd</sup>:



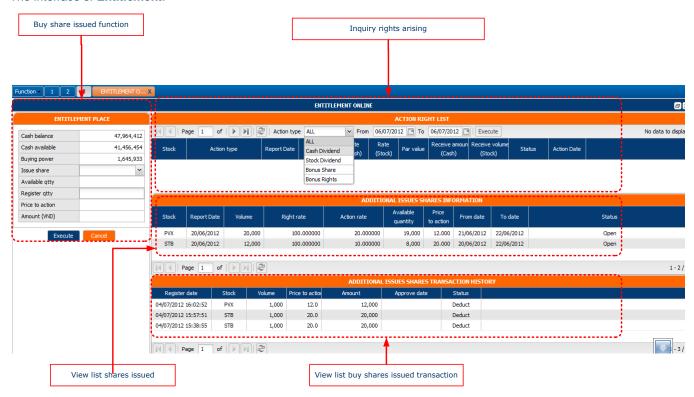
#### Step 2:

On menu bar select Function -> Service-> Entitlement to display function Entitlement:





#### The interface of Entitlement:



#### The steps to register to by additional issued shares:

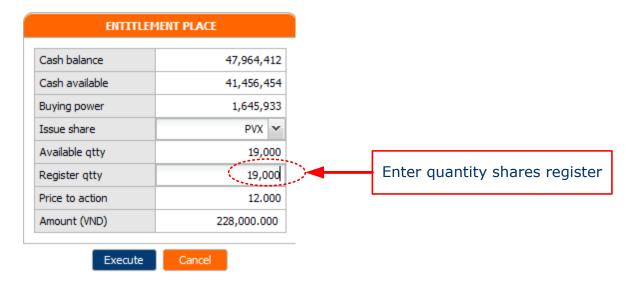
Step 1:

Select additional issued share





**Step 2:**Enter quantity shares register:



Step 3:
Select Execute to complete the buying process.

