UTRADE Web

Trading Platform User Guide



Last Updated on NOV 2019





CONTENTS

Login / Logout	3
Login	3
Home Page	5
Logout	5
Forgot Password	6
Account Management	9
Change Account Info	g
e-Statement	11
Stock Quote	12
HK Stocks	12
US Stocks	14
A-shares	15
Buy / Sell Order	16
Order Input	16
Conditional Order	17
Portfolio	18
Currency Equivalence	18
Currency Equivalency	19





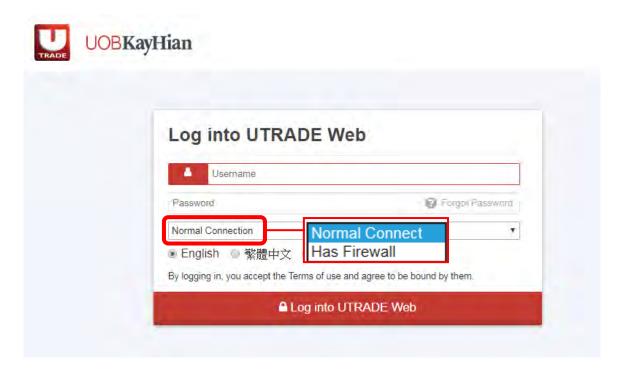
Today's Order	20
Amend or Cancel Order	20
Amend Order	21
Cancel Order	22
Order Sequence	23
Order Enquiry	23
O/S Order	24
Trade History	25
Transaction	26
Order Report	26
Trade Report	26
Order Trade Report	27
Print or Save	27
e-IPO	29
Research	30
HK and China Market	30
US Market	31
Assistance and Feedback	34





Login / Logout

Login



Steps:

- 1. On the Login Page, input your "User ID" (Client Number) and "Password".
- 2. If your computer has set firewall, please select "Has Firewall".
- 3. Click "Log into UTRADE Web" to enter the trading platform.





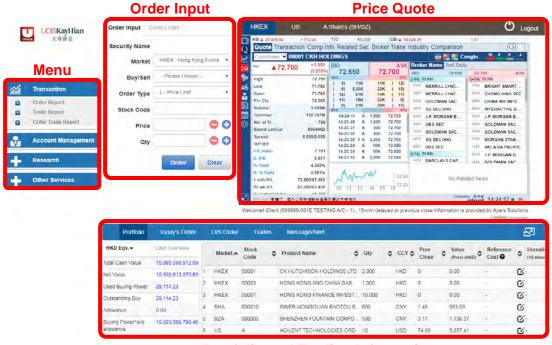


After logged in, Important Notice window will pop up. Click "**OK**" to enter the Home Page of UTRADE Web trading platform.





Home Page



Portfolio and Trading Information

Logout



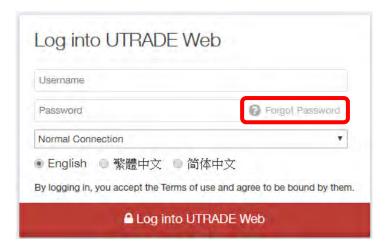
Click "Logout" on the Home Page or simply close the window.



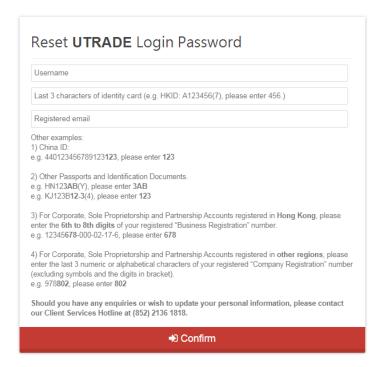


Forgot Password

Steps:



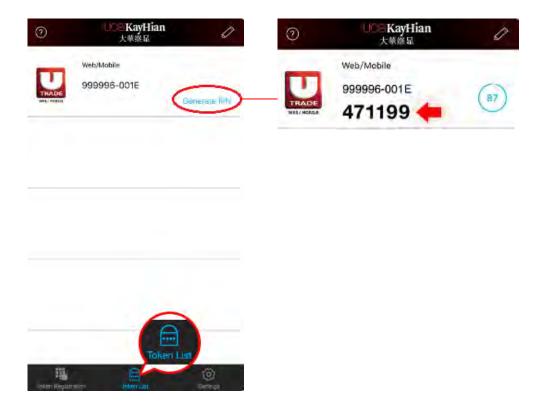
1. On the Login Page, click "Forgot Password".



2. Input "Login ID", "Last 3 characters of identity card" and "Registered email". (The email address you registered for receiving email statement.)







3. Open UTRADE Secure in your mobile device. Go to Token List in UTRADE Secure, and click "Generate PIN" to acquire the Secure PIN



Please enter the Secure PIN generated from your registered UTRADE Secure mobile app.



Do not have UTRADE Secure? Click here to download now.

Your account will be locked if the Secure PIN is entered incorrectly for THREE consecutive times. Please contact Client Services Hotline at (852) 2136 1818 to reset the password.

4. Enter the Secure PIN generated from your registered UTRADE Secure mobile app. Click "**Proceed**".





Change User Password					
New password:					
Re-input new password:					
Password Rule :	Minimum length 6 characters, Maximum length 12 characters Must contain at least 1 digit(s) Must contain at least 1 letter(s) Update Login Password				
Note 1) The password is case sensitive. 2) It must be alphanumeric and between 6 and 12 characters. 3) You will be prompted to change your password every 300 days.					

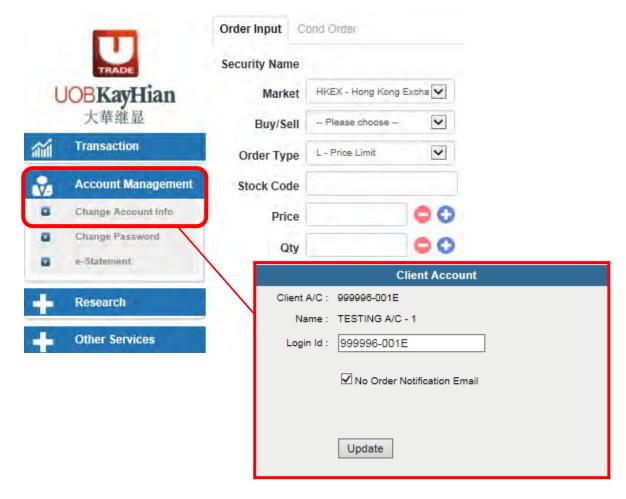
- 5. Input the **New Password*** and **Re-enter the New Password** respectively and press "**Update Login Password**". The new password will be effective immediately.
- 6. You may login UTRADE web trading platform with new password.
- * The new password is case sensitive, must be alphanumeric and between 6 and 12 characters.





Account Management

Change Account Info



After selecting "Account Management", and then "Change Account Info", input your customized "Login ID" in the Client Account window. Click "Update" to finish the procedure.

The new Login ID will be effective immediately.

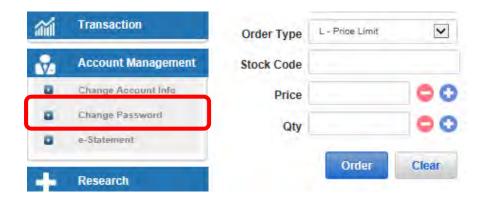




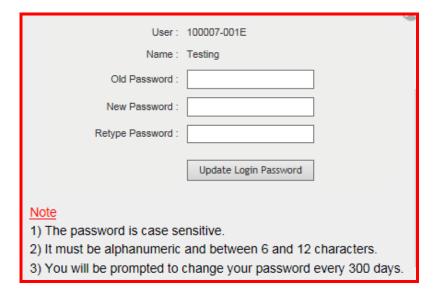
Change Password

You are prompted to change your password 300 days after the first login.

Steps:



1. Click "Account Management" and then "Change Password".



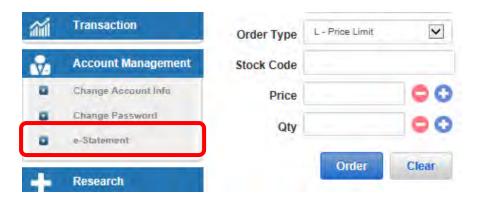
- 2. Input the **Old Password**, the **New Password*** and **Retype the New Password** respectively. Click "**Update Login Password**" to confirm and the new password will be effective immediately.
- * The new password is case sensitive, must be alphanumeric and between 6 and 12 characters.



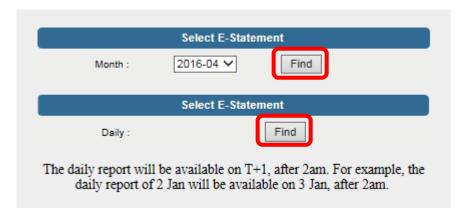


e-Statement

Steps:



1. Click "Account Management" and then "e-Statement", an e-statement window will pop up.



- 2. Select a "Month", and then click "**Find**" to view the e-statement of the selected month*. To view the report of the preivous trade day, please click "**Find**" next to "Daily" *.
- The daily report will be available on T+ 1 day after 2am.
 E.g. The e-statement of 2 Jan will be available on 3 Jan after 2am.





Stock Quote

HK Stocks

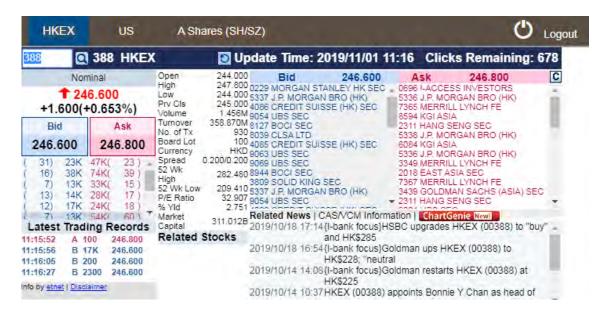
We offer 3 different stock quote services for HK market, including Real-time Streaming, Real-time Snapshots and Real-time Delayed Snapshots.



Real-time streaming: Users can view the stock news and the updated stock prices in real-time including **buy/sell price**, **opening price**, **closing price**, **previous close price**, **volume**, etc.







Real-time Snapshots: Users can view the real-time stock prices, broker queues, market depth, etc. by clicks.



Delayed Snapshots: Users can view the 15-minute delayed stock prices by clicks.

* For the charges and details about HK Stock Quote services, please visit the below links: Real-time Streaming: http://www.utrade.com.hk/en/Tools/Real-Time-Streaming Real-time Snapshots: http://www.utrade.com.hk/en/Tools/Real-Time-Snapshots

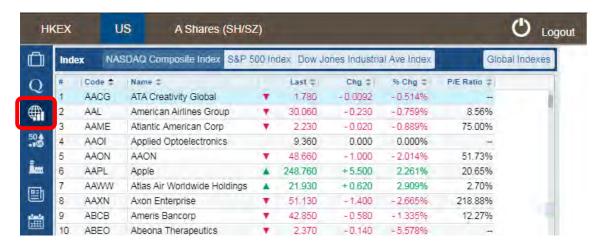




US Stocks



US real-time stock quotes allow users to view the real-time stock price, buy/ sell price, high and low price, amount, etc.



You can click "Index" to view the list of constituent stocks of US indices.

* For the charges and details about US Stock Quote services, please visit the below link: http://www.utrade.com.hk/en/Tools/Real-Time-Streaming





A-shares

We offer two different price quoting servies for A-share market, including real-time streaming and real-time snapshots.



Real-time Streaming: A-Shares information includes A-Shares Quote, A-Shares Transaction, A-Shares Top 50, China Index Constituents, A-Shares Industry, AH Shares, Northbound Trading, Risk Alert Board, A-Shares List and A-Shares Companies information.



Real-time Snapshots: Users can view the real-time stock quote, buy/ sell price, volume, high and low price, etc by clicks.

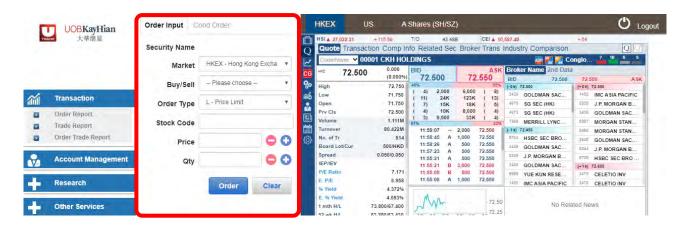
* For the charges and details about A-shares Quote services, please visit the below links: Real-time Streaming: http://www.utrade.com.hk/en/Tools/Real-Time-Streaming Real-time Snapshots: http://www.utrade.com.hk/en/Tools/Real-Time-Snapshots





Buy / Sell Order

Order Input



Under "Order Input", select "Buy" or "Sell", and input information about the order, such as Market, Order Type, Stock Code, Price and Quantity.

Click "Order" to place the order or "Clear" to cancel.

Tips:

- 1. Under "Price", click "+" and the system will add one price spread to the existing price.
- 2. Under "Price", click "-" and the system will subtract one price spread from the existing price.
- 3. Under "Qty", input "." to represent "000".

 For example, to input 5000000, simply input "5" followed by "." twice.
- 4. "Odd Lot" order input (a stock order comprised of less than 100 shares of stock) is not allowed for our services.

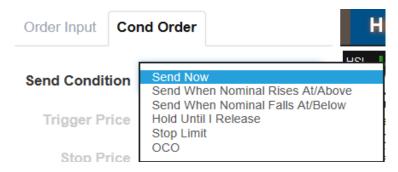




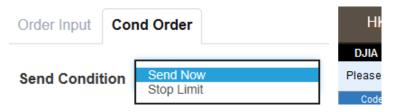
Conditional Order

UTRADE Web supports conditional order trade for HK and US markets.

You can select different conditions from "Cond Order".



HK Market: Send Now, Send When Nominal Rises At/ Above, Send When Nominal Falls At/ Below, Hold Until I Release, Stop Limit and OCO.



US Market: Send Now and Stop Limit

After you input the related order information, the system will send out the order based on your selected conditions.

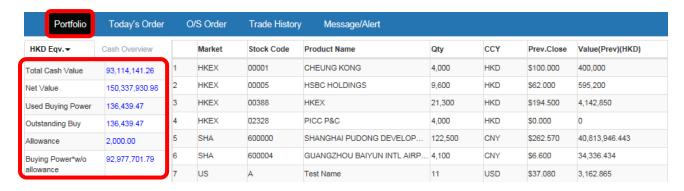
* To know more about the information and operation of conditional order trade, please visit UTRADE Web Conditional Orders in HK Market





Portfolio

Currency Equivalence



Click "Portfolio" to view your portfolio including **Total Cash Value**, **Net Value**, **Used Buying Power**, **Outstanding Buy**, **Allowance** and **Buying Power** without allowance.

Remarks:

Total Cash Value : Total Cash (CNY, HKD, USD, etc.) on hand Net Value : Total Market Value + Total Cash Value Used Buying Power : Buying Power for pending buy order

Used Buying Power : Buying Power for pending buy order
Outstanding Buy : Market Value for pending buy order

Allowance : For internet trade only;

- Cash Account:

Order can be placed without good fund if

Cash Balance + Order Size is smaller than the allowance amount

- Margin Account:

Order can be placed if Buying Power or Margin Call + Order Size is

smaller than Buying the allowance amount

Buying power : - Cash Account:

*w/o allowance Cash - Used Buying Power

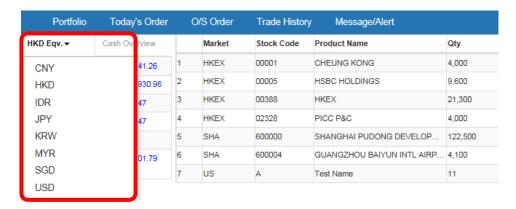
- Margin Account:

Cash + min (stock margin value, credit limit) - Used Buying Power



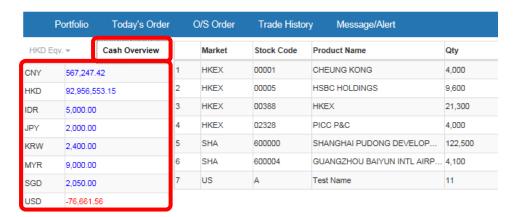


Currency Equivalency



Click "**HKD Eqv.**" to view portfolio at different currencies. This function is only applicable to accounts deposited with different currencies. E.g. The account is deposited with HK dollars, RMB and US dollars, or was once traded with other currencies, you can select to view your portfolio with the related currencies.

Cash Overview



Click "Cash Overview" to view your different currencies at a glance, such as HKD, CNY, USD and other applicable currencies.





Today's Order



Click "**Today's Order**" to view all the orders placed on the day. All the order information will be automatically refreshed in a real-time basis.

Amend or Cancel Order

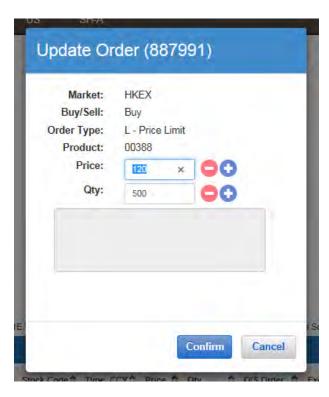


On the Home Page, select "Today's Order" to show the order details. You can "**Amend**" or "**Cancel**" the order by clicking the corresponding buttons.





Amend Order



After clicking "Amend", an "Update Order" window will pop up. Re-input the new Buy/ Sell **Price** or **Quantity*** and click "**Confirm**" to send out the revised order or "**Cancel**" the order**.

You can click the "Order No." to view the order information and Amendment History.

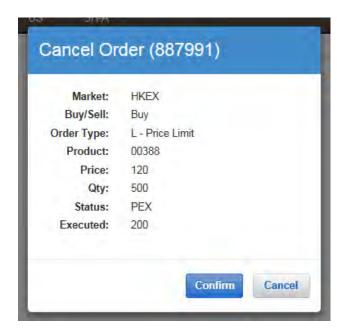
Amendment History						
Update/Cancel	Price	Quantity	Status	Reject Reason	Input Time	
Add	100.00000000	100			2016-04-19 14:22:24	
Update	120.00000000	100			2016-04-20 13:36:21	
Update	130.00000000	100			2016-04-20 13:45:50	

- * According to the trading rules of HKEx, you are only allowed to reduce the trading quantity.
- ** "Confirm" order means that the updated order has been sent out while it does not necessarily mean the system has accepted the update. Please make sure the updated order has been successfully executed.





Cancel Order



After clicking "Cancel", a Cancel Order window will pop up. Click "Confirm" to send out the revised order.

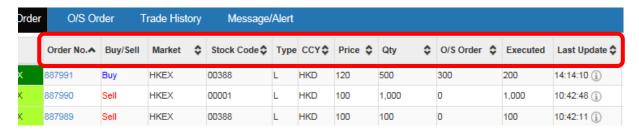


If the order is successfully executed, the order status will change to "CAN".



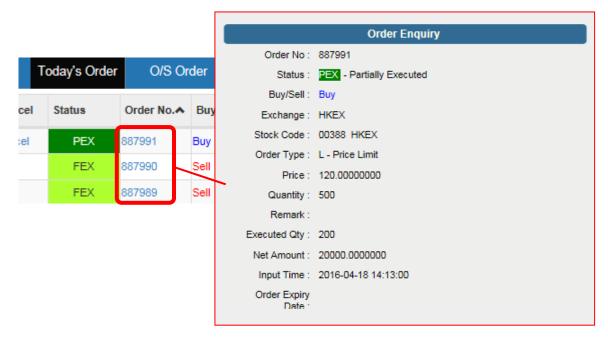


Order Sequence



You can rearrange the order sequence by clicking the different column titles including **Order No**, **Buy/Sell**, **Market**, **Stock Code**, **Type**, **Price**, **Qty**, **O/S Order** or **Last Update**. Click the button to sort the orders accordingly.

Order Enquiry



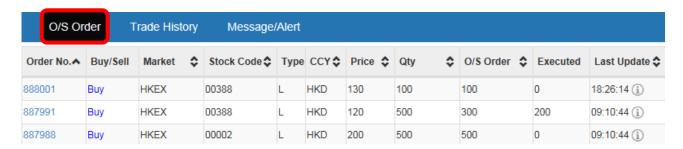
To view the order details, click the corresponding "Order No." and an "Order Enquiry" window will pop up.

Order details include basic order information, charges, trade summary, trade details and amendment history.





O/S Order



Click "O/S Order" to view the information of queuing "Q" or partially executed "PEX" orders, including Order No., Stock Code, Type, CCY, Price, Qty, O/S Order and Last Update.





Trade History



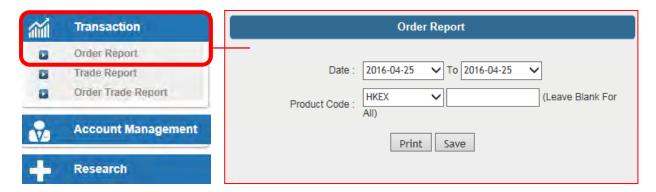
Click "Trade History" to view your trade records, including Product Code, Product Name, Exec. Price, Qty Amount etc.





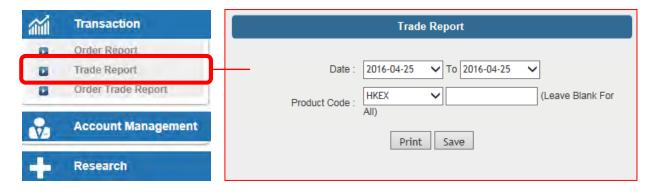
Transaction

Order Report



Click "Transaction" and "**Order Report**", the Order Report window will pop up. Select a date and input the product code to view **all** the orders placed.

Trade Report

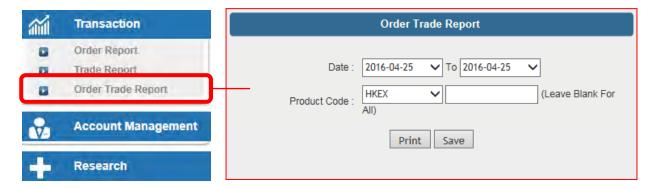


Click "Transaction" and "**Trade Report**", the Trade Report window will pop up. Select a date and input the product code to view the **successful trade records**; the same stock with the same quantity of traded shares and same traded price will be displayed in one record.



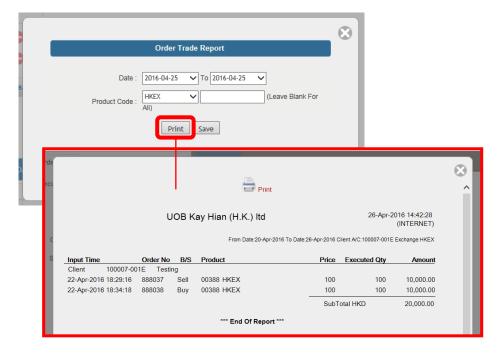


Order Trade Report



Click "Transaction" and "Order Trade Report", the Order Trade Report window will pop up. Select a date and input the product code to view every successful trade record.

Print or Save

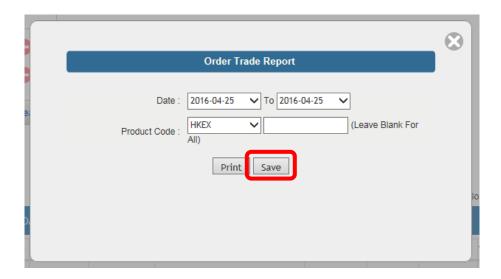


Click "Print" and the Print window will pop up, showing the order/ trade details, such as product code, product name, price, amount, status, etc.

You can click the print button to print out the report directly.







Click "Save" to view or save the report in excel document.



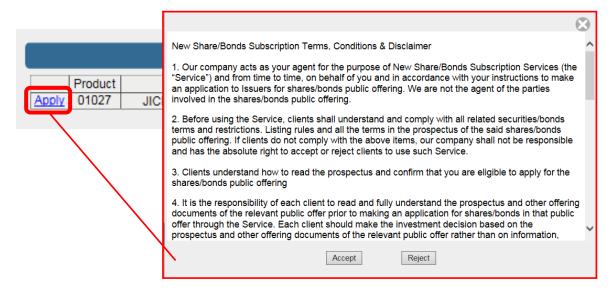


Other Services

e-IPO



Click "Other Services" and then "e-IPO", a pop-up window will show the list of IPOs applied and available. You can also read the related information such as IPO Product Name, application Start Time and End Time, Apply Quantity, Apply Amount, etc.



Click "**Apply**" and the "Terms, Conditions & Disclaimer" window will pop up. If you agree with the details, click "**Accept**", and fill in the required information to complete the application.

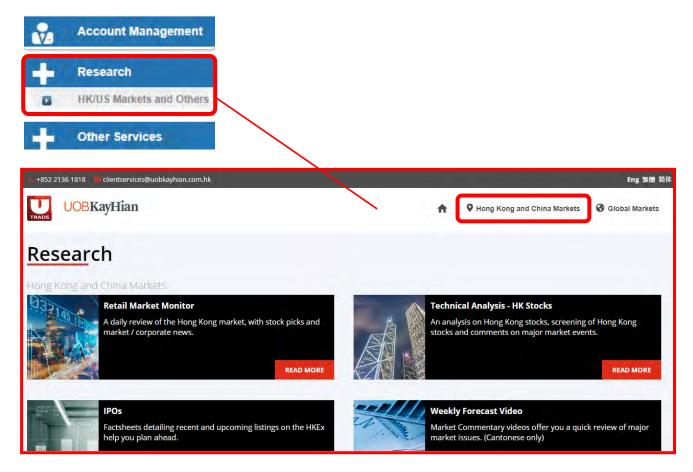
* For more details about e-IPO application, please visit the User Guide of eIPO Subscription





Research

HK and China Market

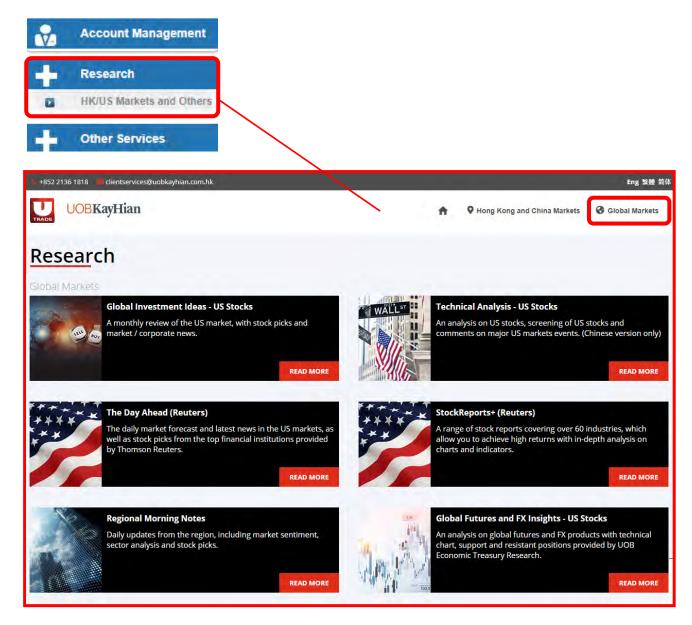


Click "Research" and "**HK/US Market and Others**", you will be directed to the Retail Market Monitor page on our company website. The research reports are uploaded every morning.





US Market

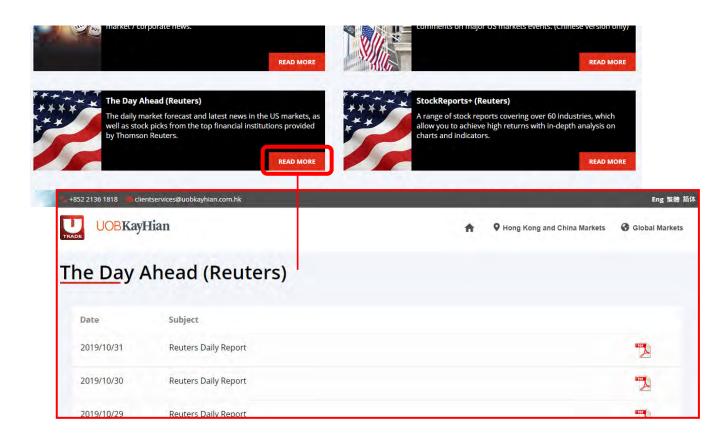


After clicking "Research" and then "**HK/US Market and Others**", scrolling down or click "**Global Markets**" and you will see the Global Markets Reports. You can select to read the "Daily Report" or "Stock Report".

US stock reports are provided by Thomson Reuters and available in English only.



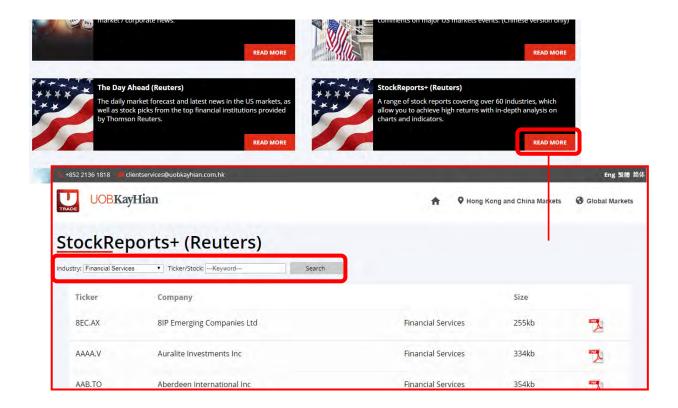




Click "READ MORE" at the bottom right of "The Day Ahead (Reuters)" session to view the US stock report accordingly. Click to read the corresponding report.







You can select "StockReport+ (Reuters)", click "Industry" or input ticker/stock, and then "Search" to view the list of stock reports of different industries. Click to read the corresponding report.





Assistance and Feedback

Please contact the Client Services Hotline at (852) 2136 1818 or email to clientservices@uobkayhian.com.hk for any assistance or feedback.



