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Getting started

Logging in

1. Access the trading platform at
   http://www.kgiconnex.com
2. Enter Login ID
3. Enter Password
4. You will be prompted to accept the Terms and Conditions and PDPA before you can proceed into our trading site
5. You will be prompted to change your password
   – Password must not have consecutive characters(aa,bb,11,22) – minimum of 8 digits

Session Timeout and Connection Status

1. System will log out users after 4 hours of inactivity
2. When facing unstable connection or a disconnection, the platform will reflect an intermittent connection message. Users may check on their connection status by referring to the top navigation bar.
Default Pages

Users are given 10 default pages which can be removed and reconfigured

My Page
- Clicking on the Last Done Price will populate details into the order ticket.
- Clicking on Trade will display the Time and Sales
- Clicking on Summary will show the breakdown of the trades done

Trade
Trade is a page designed to allow users trade, check orders, portfolio, outstanding settlement due from them/us.

Quotes
Quotes is a page showing only live price widget. Users can use the mouse right click option to perform Buy/Sell/Charting actions. Alternatively, clients can double click on the Company Name to launch the order ticket

Mkt Watch
Mkt Watch allows clients to view prices and monitor the time and sales across the SGX market. Clients are able to filter the Market Watch widget by Watchlist / Volume transacted. This is useful for clients who want to monitor big volume transactions. – only applicable to SGX
Charts
User are able to view charts on this page. Users can make use of the link function of the widget such that when Last Done Price of the stock is selected, chart will be populated accordingly.

Acct Mgmt
Users with the usage of Acct Mgmt are able to see their Outstanding Settlement Amount, Trust Balance, Particulars and Limits held with KGI Securities.
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Portfolio
Users can use Portfolio to track their trade history and unrealized profit/loss. Users with foreign holdings can use the custody tab to check their foreign share holdings.

Order Book
Upon placing an order, it is important that client checks their Order Book for an updated order status.

Client can view their transaction breakdown by clicking on the “Details” of each order – i.e.: counter party code

Alerts
Users can set their alerts and view their past alerts

News/Rsch
Users can view news and research material which will include recommendation from our research team and upcoming events.
Watchlist

Setting up watchlist page

1. Select Quotes -> Watchlist
2. To add a stock from a market:
   a. Select Watchlist -> List 1 -> Key in the Stock Name in the textbox and click <Add>

Buy/Sell/Set Alert

1. Select Counter and perform a mouse-right click
   Users will be able to select “Buy/Sell/Counter Info/Chart/Set Alert”

To set a stock with an alert criterion,
   a. Right click a stock on any given pages with the desired stock and select add Alert criteria in the dropdown list
      or
   b. Use the search bar, by keying in the desired stocks name or code and manually add a stock.

Then select the preferred criteria (>=, <=, =, etc.),
   c. (>=) : more than or equal to e.g. >= 5 refers to 5,6,7,….
   d. (<=) : less than or equal to e.g. <= 5 refers to 5,4,3,…
   e. (=) : equal to e.g. =5 refers to only the number 5
   f. (%price >= intra-day low) : refer to 3.a , e.g. intra low is at $10 at 90% limit criteria, this limit will include any price above $9
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g. (%Price<= intra-day high): refer to 3.b, e.g. intra high is at $100 at 90% limit criteria, this limit will include any price below $90
h. (cumulative volume<=): the total volume of the volume available

2. Select the <alert frequency> and fill in the desired alert value and press <save>.

3. To modify the alert criteria for a stock, select the new limits (frequency, price criteria type) and tick the update box before saving.

4. This Alert criteria will ensure that our clients will be immediately notified of a change in their stocks that have an alert criteria via methods specified in the Alert configuration

Placing an order
Once accessed the Trade counter, the client may choose to trade under the following trade types

Basic trades (Buy/Short/Sell)

1. Users can lookup for the counter using the search box
2. Users can switch to slow order ticket using +
3. Users can open the Order Ticket by clicking on Company Name or performing a right-click action “Buy/Sell”.

4. Select <Basic> tab and fill in the required fields as shown i.e. Buy/Sell/Short, order type, quantity, payment mode, and price, validity (day/GTD).

5. Select <Contingent> tab if you want to perform a conditional order.

6. Enter your password and clicks <Submit>.
Good to Date trades

1. Refer to Basic Trades Step 1
2. Select the Validity For (until) GTD) option
3. Select the validity date of the GTD
4. Input the remaining blank spaces with the desired values
5. Key in the users password and click <Submit>

Note: GTD orders are remains viable for a stated period of time unless cancelled, executed, or changed, after which such order or the portion thereof not executed is to be treated as cancelled

E.G.: John wants to place an order to buy Alliance mineral which is at price X, on July 1st, he feels that the price will go down further in the future but he may miss the opportunity to purchase the trade. So he places a GTD order for a price lower than X and puts a date of July 25th in the order counter. If the price does drop to John’s Bid price, the system will automatically execute the trade without John physically doing it himself. If Alliance mineral stock price does not drop to Johns Bid price by July 25th, the system automatically recognizes the trade as cancelled
Fill or Kill Trades (FOK)

1. Refer to Basic Trades Step 1
2. Select the Fill or Kill trade (FOK) option
3. Input the remaining fields with the desired values
4. Key in the users password and click Submit

Note: Fill or Kill orders are a type of time-in-force designation used in securities trading that instructs a brokerage to execute a transaction immediately and completely or not at all.

E.G.: If John places an order of 50000 shares when the current market only have a 70000 share volume, the system will automatically fill the order and complete the trade, but if the current market volume is only 30000 shares, the system will detect an insufficient volume of shares and immediately ‘Kill’ the order without allowing the order to go into queuing.
Fill and Kill trades (FAK)
1. This trade process is identical to Fill or Kill order, with exception of selecting Fill and Kill option instead of (FOK)

Note: Fill and Kill are a type of time-in-force designation used in securities trading that instructs a brokerage to execute a transaction immediately and completely or not at all.

E.G.: If John places an order of 50000 shares when the current market only have a 70000 share volume, the system will automatically fill the order and complete the trade, but if the current market volume is only 30000 shares, the system will detect an insufficient volume of shares and immediately purchase the 30000 shares and 'Kill' the order without allowing the order to go into queuing for the remaining 20000 shares.

Good to Maximum (GTM) trades
1. This trade process is identical to Good to date orders, with the difference that a GTM is valid for a fix 30 day period from the order date, while a GTD is valid for various dates for a period of up to 21 days.

Note: for the definition and example of GTM, refer to the Note and example of GTD.
Stop loss orders

1. Using the Ordinary Ticket
2. Select <Stop loss> Option
3. Key in a desired stop price
4. Input the remaining blank spaces with the desired values
5. Key in the users password and click <Submit>

Note: Stop loss order is an order placed with a broker to sell or buy a stock if it drops to a certain price level

E.G: If John believes that the price of a stock move unfavorably in the future he can use a stop loss order to sell his stocks owned for a particular stock if its price falls below a certain amount. This ensures that John is able to reduce his losses when prices of his stocks incur a big fall.
Contingent Order

1. Refer to Basic Trades Step 1
2. Select <Contingent> Option
3. Select the <criteria> (in this case it is Price) for a particular stock
4. Select also the other criteria and specify a value
5. Input the remaining blank spaces with the desired values
6. Key in the users password and click <Submit>
Checking order status

1. To check past orders made select Order>Past orders
2. The order status is shown in the highlighted column of in the image

Modifying a trade

1. Select Checking order section
2. **Select Wdw to withdraw**
3. Key in Password
4. **Select Amm to Amend**
5. Key in the new desired quantity and price.
6. Click OK
Settings

ID and password changes

1. Go to Settings -> LoginID/Password
2. Input your new desired details
3. Click <Save Settings>
Hot key bindings and general settings

1. Select Settings -> Preference
2. Choose the preferred hotkeys from the dropdown list of each specific command in the highlighted box
3. To change your login preferences, the user can choose from two drop down lists of their preferred default trading account and the default directed page after logging in.
4. Click <Save Settings>
Alert configuration

1. Click on Settings icon -> Alert Configuration
2. Key in your mobile number in the textbox provided and click active for the desired checkbox
3. Click <Save Settings> to save changes

Checking Outstanding Due Payment

1. Click on Acct Mgmt -> Outstanding Position
2. Refer to Due Date and Amt for the amount to pay

Checking of Trade History
1. To refer to Trade History done in KGI, click on Portfolio -> Trade History
2. You are able to filter the list by counter code