GUOTAI JUNAN Việt Nam
GUOTAI JUNAN SECURITIES (VIETNAM) CORP.

User Guide

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Web Online Trading
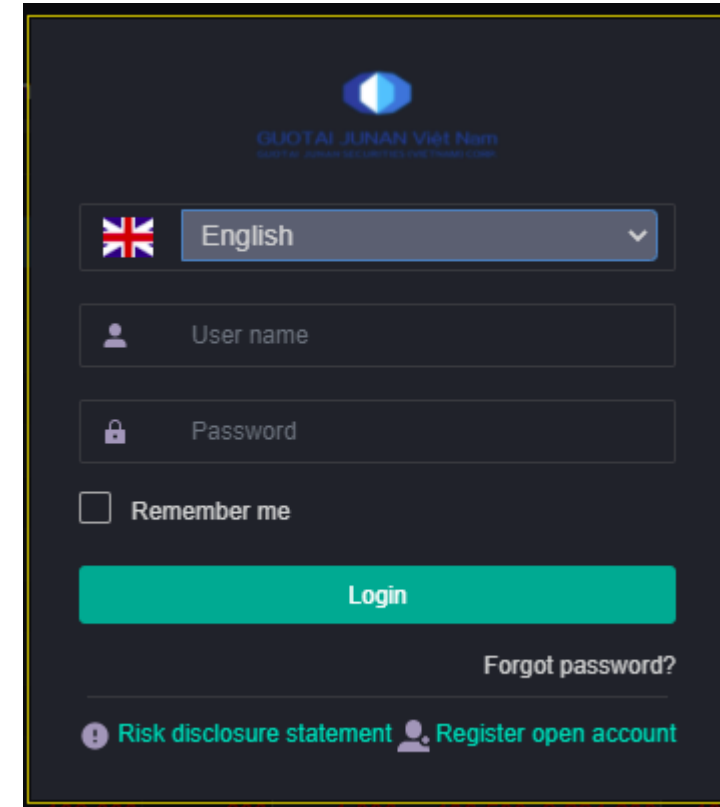
Content

I. Login

Access https://iweb.gtjai.com.vn

Step 1: Login

➢ User name: customer's account number

➢ Password: customer's password provided when opening account

➢ Remember me: Customer can choose to save Username to for future logins

➢ Click button **Login**

Step 2. Change password

For the first time log in, the system will require changing the login password. The information to fill in is as follows:

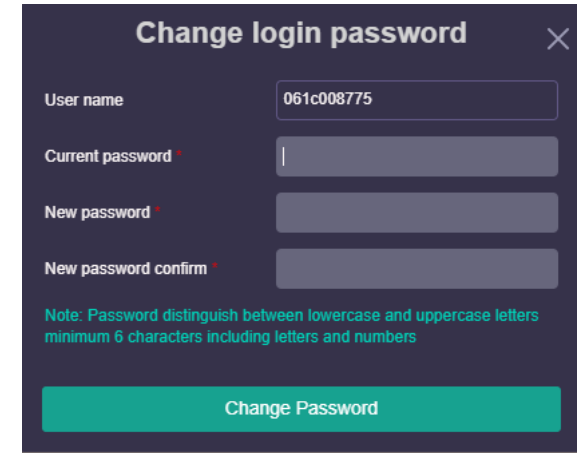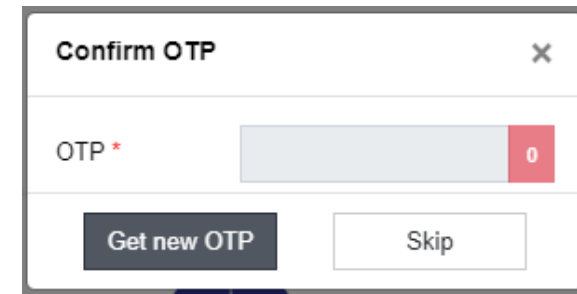Current password: Login password provided by GTJA to customers.

New password: At least 6 characters required: including letters and numbers.

Confirm password: re-enter the new password above correctly.

Click the **Change Password** button

Enter the OTP number

When customer login with the correct information, the system will display "Confirm OTP" Window with OTP box, Customer fills in the corresponding OTP number in the OTP matrix card that received when opening an account at GTJA.

Change login password   ✕

User name   061c008775

Current password * |

New password *

New password confirm *

Note: Password distinguish between lowercase and uppercase letters minimum 6 characters including letters and numbers

Change Password

Confirm OTP   ✕

OTP *   0

Get new OTP   Skip

Forgot password

Step 1: Enter information:

Username, Registered Email or Mobile number when opening account.

Requirements: Email or Phone number is required to verify.
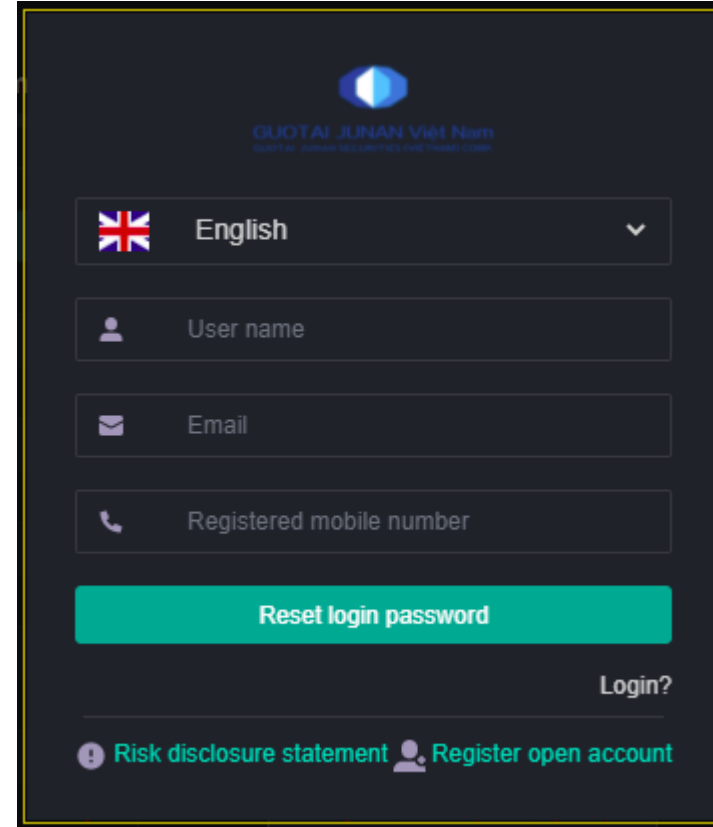
Step 2: Create a new password:

Click the **Reset login password** button.

Based on the email information or registered phone number that customers enter in Step 1, the system will send a new password to Email / SMS to customers.

Step 3: Log back in:

Customer login to the system with the new password that the system has sent to email / SMS.
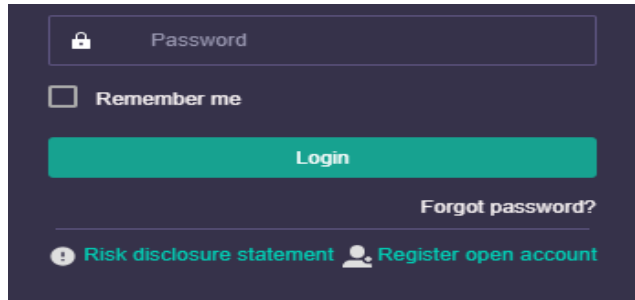
The system will require changing the password like the first time login.

Opening accout

Customers who want to open an online account can click the **Register open account** button to open an account at the login screen

Step 1: Enter information:
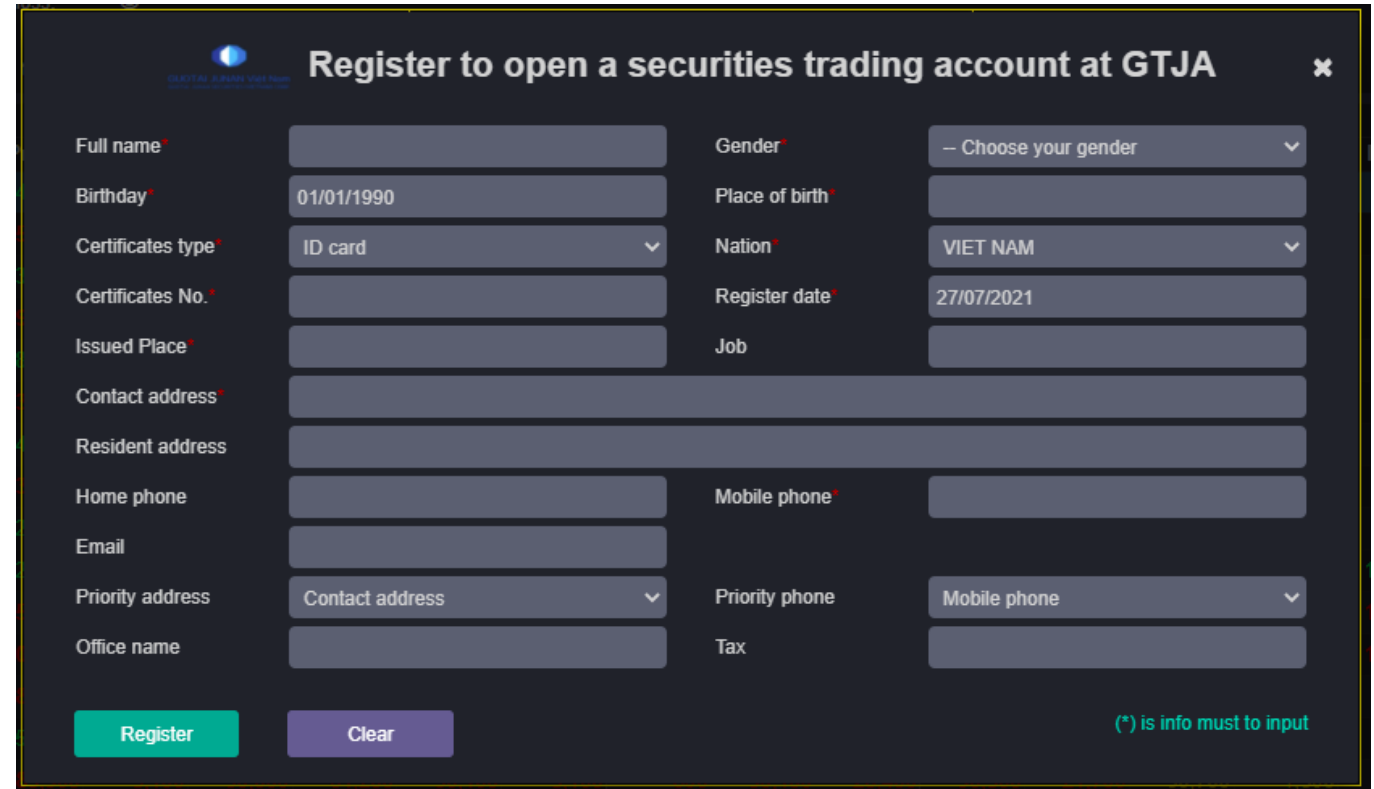
(*) are required information.

Other information can be left blank if not necessary.

Click **Register** button if customer wants to send documents.

Step 2: Register successfully:

After successful online registration, GTJA staff will contact to confirm information with customer.

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Price board

Customers can create lists with interested stocks for easy tracking and trading.

Add stocks to the list

Step 1: Select the list of stocks you want to add to.

Step 2: Enter / select the ticker in the box "Choose symbol".
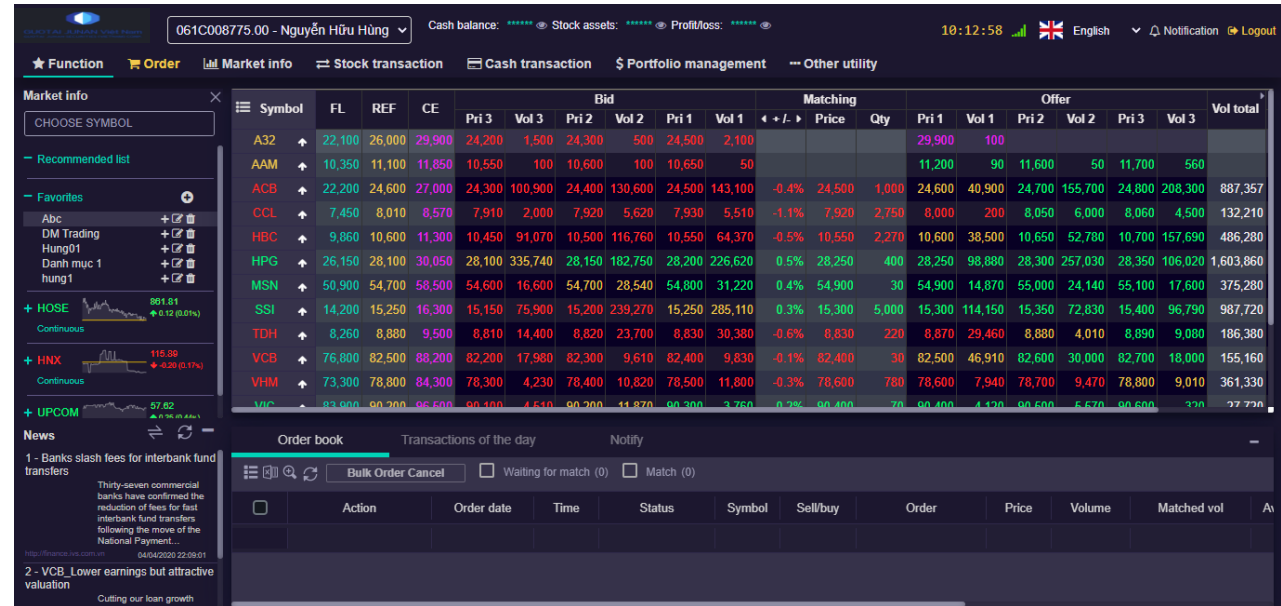
Step 3: Click the stock code to add to the list

Remove stocks from the list

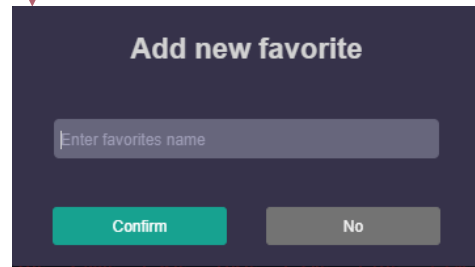Step 1: Select the category you want to delete the stock ticker.

Step 2: Select the stock line to delete

Step 3: Press the "X" button immediately after the ticker to delete the stock in the list.

Recommended list Function

Separate price board for the stock recommendation lists. Allow customer to interact and evaluate the effectiveness of these recommendations
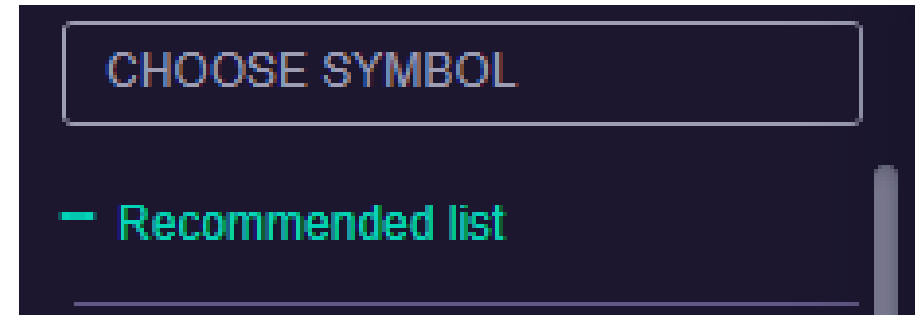

The tool for quick search of a stock on the price board (automatically rolls to the stock ticker) and automatically adds the stock to the list of interests (if the current price board is for a list of interest):

Placing orders in the price board

Option 1: Click on the title "Order" in the upper left corner at all screens on the trading website.

Method 2: Right at the price list screen, double click on the column Prices of stocks to be ordered, the system will display "Place order" window
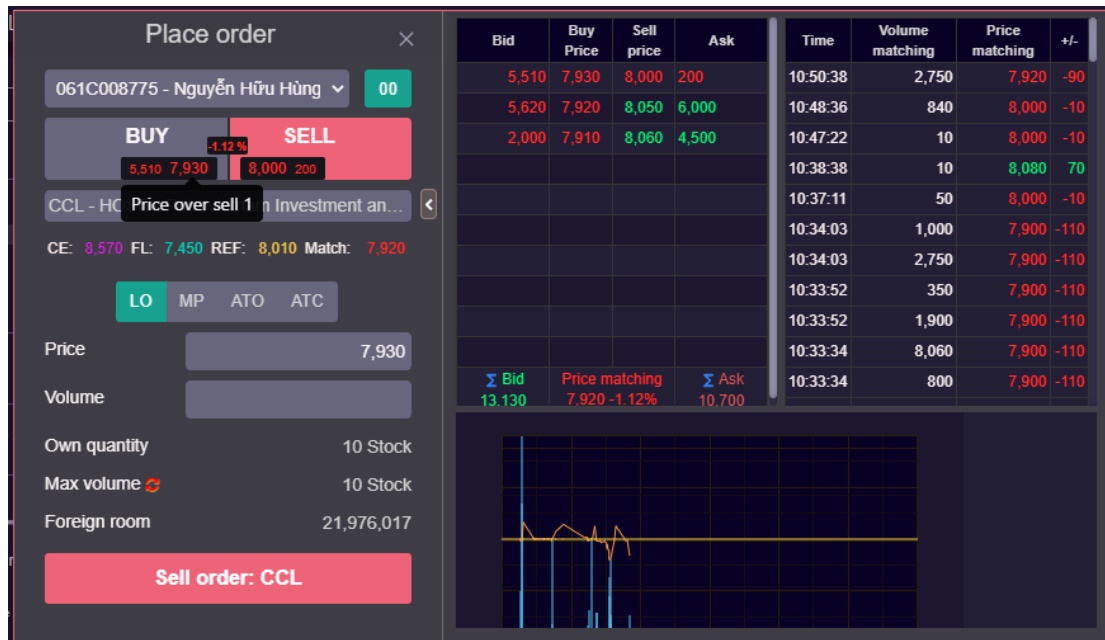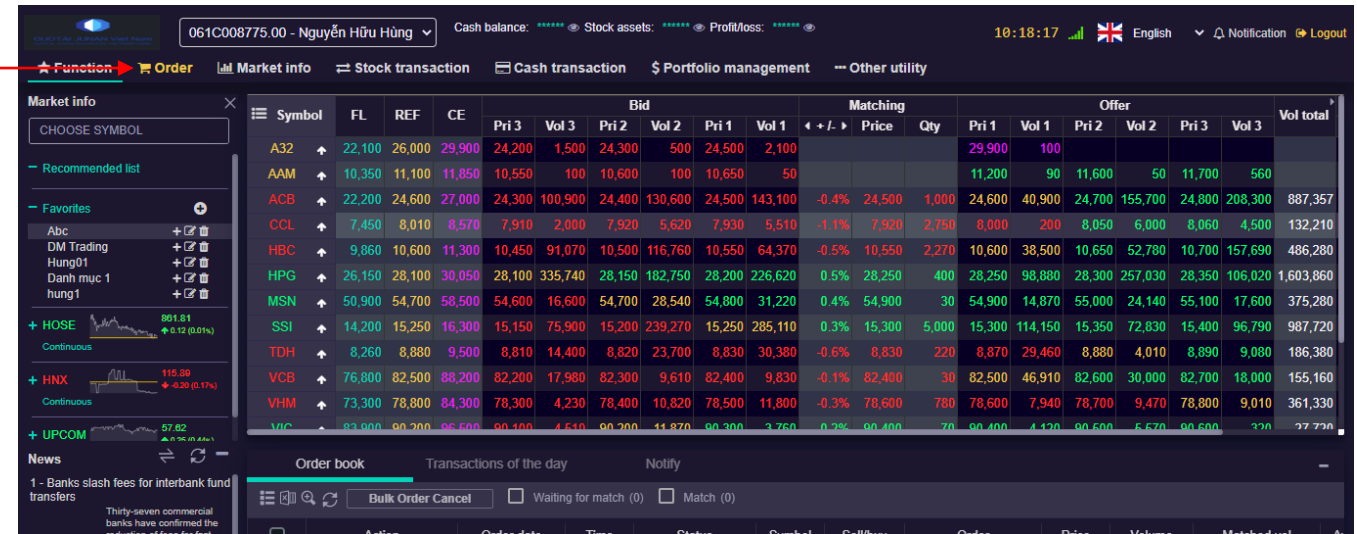
- Click the button "Order" in the upper left corner of all screens.

Or:

- In the price board, double click on the columns of Price of the stock to be ordered, the system will display the screen " Place order"

II. Placing orders – Buy orders

Click the button **Buying power**, to display a screen of the purchasing power details

Buying power detail: When the customer clicks the button Purchasing power details, the screen will display the detail information about purchasing power

Buying power detail of margin account

(a) Total Asset for buying power	142,457,103
(b) Total loan for buying power	0
(c) Minimum maintenance ratio	60 %
Buying power detail	0 %
(e) Current capital contribution ratio	0 %
(f) Customer ratio	0 %
(g) Room margin limit (VND)	0
(g) Cash available	142,457,103
Buying Power	142,457,103
(*) Total blocked amount	0
(*) Total hold amount	0

Close

Place order ✕

061C001045 - Dương Thị I ∨   00   02

BUY -0.43%   **SELL**
3,850 115,400   115,500 8,190

VNM - HOSE - Shares of Vietnam Dairy Pr... ‹

CE: 124,100 FL: 107,900 REF: 116,000 Match: 115,

LO   MP   ATO   ATC

Price
Volume

Buying power ⓘ ↻	142,457,103
Max volume	0
Foreign room	717,753,310

Buy order: VNM

Bid	Buy Price	Sell price	Ask
3,850	115,400	115,500	8,190
31,100	115,300	115,600	5,140
23,550	115,200	115,700	3,120

Time	Volume matching	Price matching	+/-
10:59:36	50	115,500	-500
10:57:58	10	115,500	-500
10:57:57	90	115,500	-500
10:57:50	20	115,400	-600
10:57:49	60	115,400	-600
10:57:48	90	115,400	-600
10:57:48	100	115,400	-600
10:57:47	30	115,400	-600
10:57:47	100	115,400	-600
10:57:47	430	115,400	-600
10:57:43	10	115,400	-600

Σ Bid	Price matching	Σ Ask
58.500	115,500 -0.43%	16.450

Maximum volume can buy (estimated)

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Sell orders

Place order

061C001045 - Dương Thị l ⌄   00   02

BUY   -0.43 %   SELL
4,810 9,060   9,070 1,030

PET - HOSE - Shares of PetroVietnam Ge...

CE: 9,730 FL: 8,470 REF: 9,100 Match: 9,060

LO   MP   ATO   ATC

Price   9,100

Volume   10

Own quantity   595 Stock

Max volume ⟳   595 Stock

Foreign room   28,037,629

Sell order: PET

Select stock from holding list

Lệnh giới hạn (LO)   ▼
Lệnh giới hạn (LO)
Lệnh thị trường (MP)
Lệnh ATO
Lệnh ATC

Price: Customer can enter price or click directly on price, the system will automatically fill in the "Price" box.
Volume: Customer can enter the volume they want to buy / sell or click on the button as shown below, the system will automatically get the maximum volume available to buy / sell to fill in the "Volume" box.

Confirm your order

Confirm to SELL order

Account	061C001045.02 - Dương Thị Mai		
Symbol	PET - HOSE - Shares of PetroVietnam General Services Joint ...		
Volume	10	Order type	Limit
Price	9,100	Trading value	91,000

Confirm and send order   Cancel your order

Click to see the maximum volume available to trade

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Edit order

Click on the button **"Edit, cancel order"** to open the "**Order book**" screen

Choose Price or Volume to be edited.
- Click the "**Confirm order edit**" button: Confirm the successful edited order and send the order to the Department.
- Click the "**Cancel request**" button: Cancel the edit operation

Cancel order

Click on the button **"Edit, cancel order"** to open the "**Order book**" screen

- Click the **Confirm cancel** button: Confirm the cancel and send the cancel request to the Department.
- Click on **Cancel request** button: Cancel the cancel request.

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III. Market information

Market Infor tab includes functions for viewing detailed statistics on stock transactions and foreigner trades

Foreigner trading

Advertise order

Customer can see a list of advertising orders at the menu **Market Information → Advertise order**

IV. Stock transaction

Including:

- Register to sell odd-lot (HSX)

- Confirm order tickets

- Internal stock transfer

- Right for buy

🔍 **Register to sell odd-lot**

When there is an odd-lot securities purchase, click **Stock Transaction → Register to sell odd-lot**

See list of sell orders for the day

Select the odd-lot stock to sell, then click "**Sell**" button.

The system will display the screen to confirm the sale. Enter the transaction code to proceed with the sale.

Click **OK** button to complete the sale.

Click **No** button to cancel the sale.

Register to sell odd lot ✕

Stock list can sell odd lot (HSX)	Odd lot (HSX) order list						
#	Symbol	Odd lot quantity (HSX)	Own quantity	Quantity available	Type of price	Ratio (%)	Price

Confirm order tickets

When customer places order via broker, after broker finished placing orders, customer goes to **Stock transaction → Confirm order tickets**

Internal stock transfer

When transferring securities among sub-accounts, go to **Securities Trading → Securities transfer**

Sub account transfer: Account in which securities is transferred from

Sub account receive: The account in which securities is transferred to

Stock name: the stock to be transferred.

Click the **Submit** button to confirm the amount of securities to be transferred.

Then:

Click the **OK** to complete the transfer

Click **No** to cancel the transfer.

Right for buy

Go to **Securities Trading → Right for buy**

Own quantity: Number of rights that the customer owns at the time of right confirmation.

Registered quantity: Number of rights registered

Right quantity available: The number of rights can be registered to buy.

Quantity wait approval: The number of securities registered and is awaiting approval by GTJA

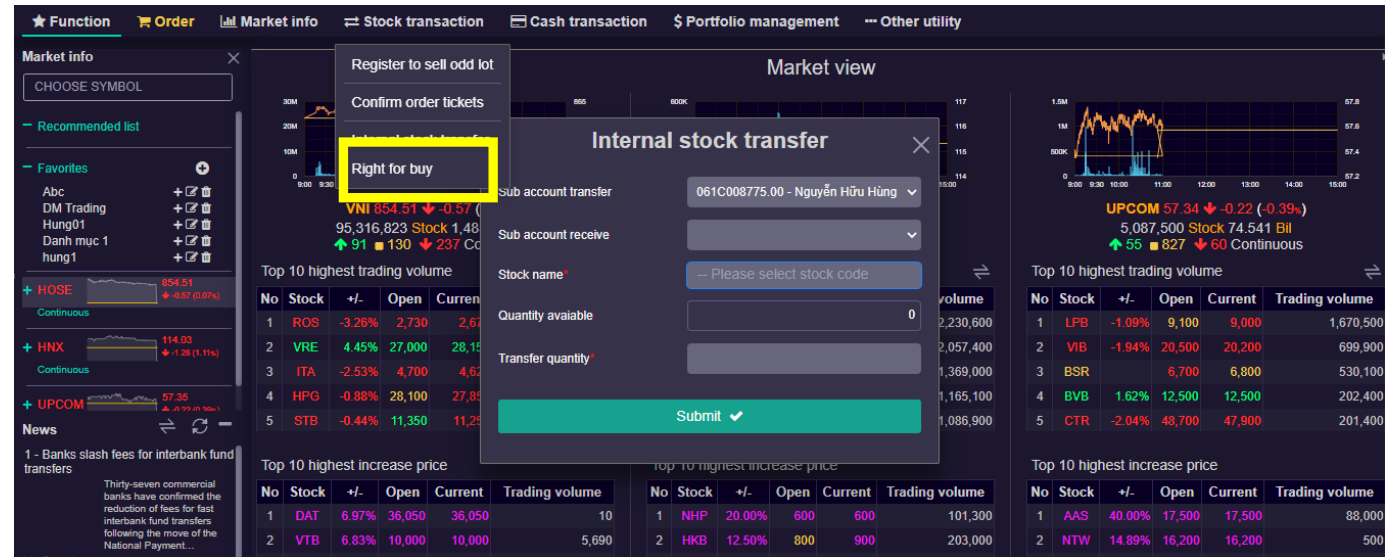**Available money**: The current amount of money that customer can register to buy.

Available to trade: The number of rights that can be registered to buy up to the present.

Available to trade = Right quantity available - Registered quantity – Quantity wait approval

Register quantity: The amount of securities that customer wants to register to buy. This quantity cannot be larger than the registered quantity.

Money = Registered to buy quantity * Right price

V: Cash transaction

Including:

- **Online banking**
- **Deposit money into securities account**
- **Withdraw request**
- **Internal cash transfer**
- **Pay in advance (PIA)**
- **Repay of margin loan**
- **Margin contract extension**

Online banking

Go to **Cash transaction → Online banking**. Only customers who have registered an online linked bank account can use this function.

Deposit money into securities accounts

Go to **Cash transaction → Deposit money into securities accounts**. This is the function to transfer money from banks to securities accounts of customers for trading.

Fields with (*) are required.
Transfer account information:
+ Account balance: The current amount of money customers have
+ From bank account: The number of securities accounts to transfer money registered at the GTJA.
+ From bank: Select the bank to transfer
+ Bank account receive: Enter the account number
+ Deposit amount: Enter the amount to be paid.

Withdraw request

To transfer money between securities account & bank account, go to **Cash transaction → Withdraw request**

To transfer money between securities sub accounts, go to **Cash transaction → Internal cash transfer**

Request to withdraw ✕

Account	061C008775.00 - Nguyễn Hữu Hùng ⌄
Cash available	2,929,152
Bank account receive*	021704060019398 - Nguyễn Hữu Hùn ⌄
Withdraw amount*	

Submit ✔

Internal cash transfer ✕

Sub account transfer	061C008775.00 - Nguyễn Hữu Hùng ⌄
Cash available	2,929,152
Sub account receive	⌄
Transfer amount*	

Submit ✔

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Cash in advance

Go to **Cash transaction → Pay in Advance**

Total pay in advance (PIA) amount: the total amount of money that customers can use up to the present. If the sale has multiple payment days, this is the total amount of all the payment dates that can be paid.

PIA cash: The amount the customer wants to advance. You can click the button "PIA all cash" to pay the full amount.

Total PIA wait approval: The amount of money registered for customers' advances waiting for approval

Total PIA remain = Total PIA amount – Total PIA wait approval.

VI. Portfolio management

Including:

- Assets management

- Margin account information

- Transaction audit

This function shows account details

Assets management

○ Sub-account assets   ○ Total customer assets   **Portfolio information**   Portfolio management

Money assets

Cash	2,929,152
Cash in custody	0
Cash blockade	0
Guarantee cash	0
Guarantee cash used	0
Cash rights wait settlement	0
Cash available	2,929,152
Cash sale wait settlement (available)	0

Stock assets

Market value	76,200
Rights value	0

Debit information

PIA loan current	0
PIA loan fee	0
Margin debt	0
Margin debt fee	0

Total asset and loan info

Total assets	3,005,352
Really assets	3,005,352

Stock ownership details - Account: 061C008775

Sub account	Symbol	Own quantity	Quantity trading	Quantity wait trading	Quantity in custody	Quantity blockade	Quantity sale wait settlement T0	T1	T2	Quantity buy wait settlement T0	T1	T2	Quantity right wait settl
00	CCL	10	10	0	0	0	0	0	0	0	0	0	
						Total							

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Margin account information

Transaction audit

THANK YOU

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Thank you for your cooperation and investment with GTJA Securities. Any question please contact:

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