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

User guide

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GTJAVN Home Trading

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3. Securities trading

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GUOTAI JUNAN SECURITIES (VIETNAM) CORP.

🔬 Part I: Login

Links to download GTJAVN home trading:

https://gtjai.com.vn/home-trading/

Step 1: Sign In

➢ User name: trading account number of customer in GTJAVN

➢ Password: password provided by GTJAVN when opening trading account.

➢ Remember me: Customer can choose to save the user name for future logins.

➢ Press **Login** button
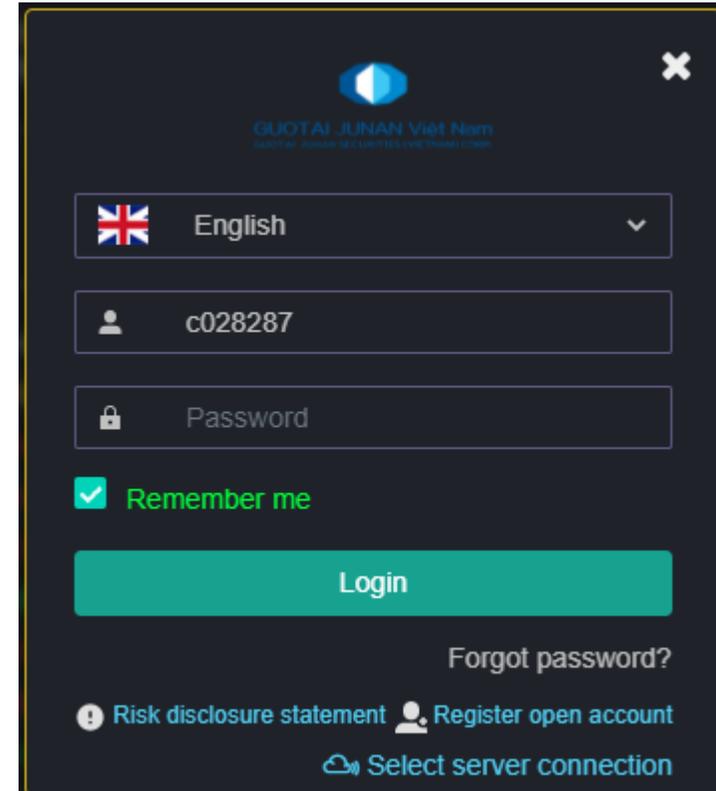
3

Step 2 **Change login password**

For first time login, system will require changing login password. Fill in the following information:

Current password: login password provided by GTJAVN.

New password: require at least 6 characters, including letters and numbers.

New password confirm: re-enter exact password above.

Press **Submit**

Enter OTP

After customer enter correct information, system will display "Confirm OTP" window, customer fills in ""OTP" box code in OTP matrix card received when opening trading accounts at GTJAVN.
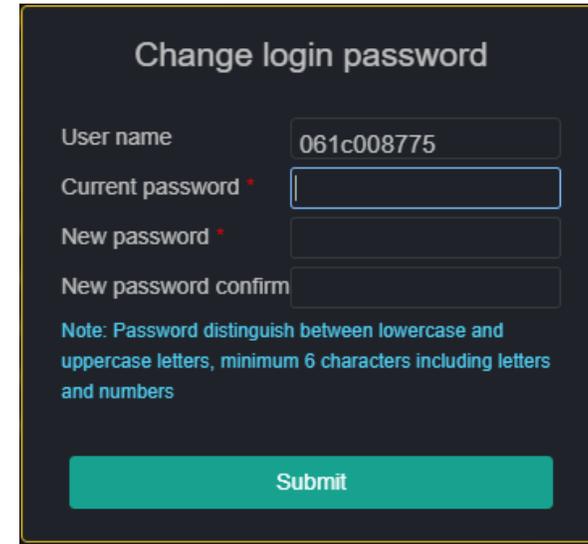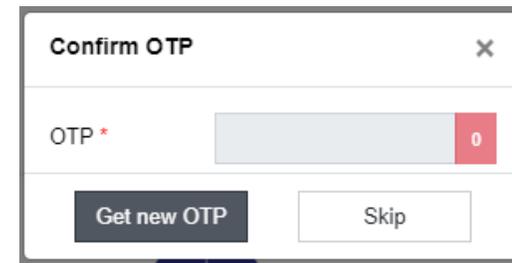
Forget password

Step 1: Fill in information:

User name, registered email address or mobile number.

Requirement: Email address or Phone number is mandatory to verify.
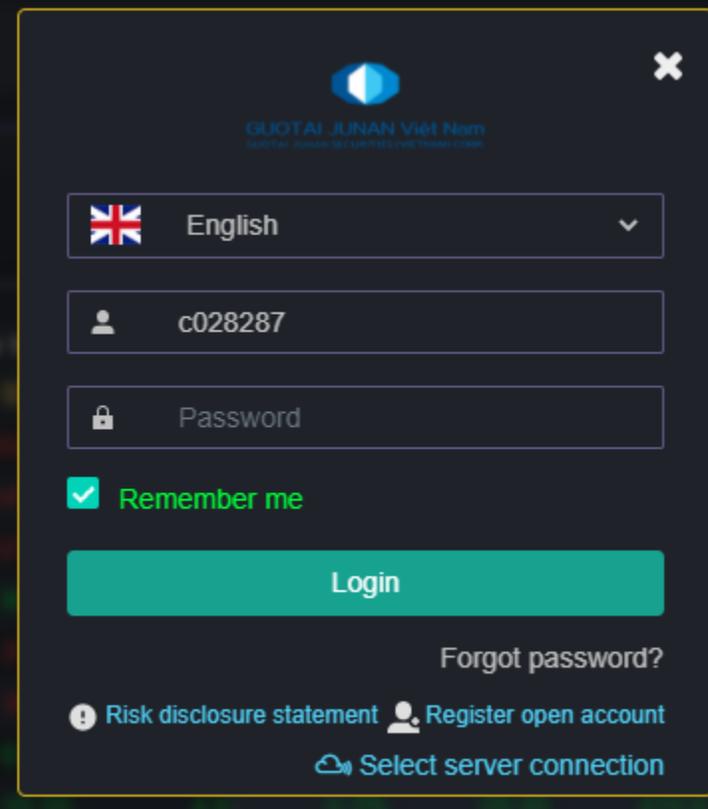
Step 2: Reset login password

Press **reset login password** button

New password will be sent via email to registered email address or via sms to registered phone number.

Step 3: Re-login

SMS của khách hàng / Customer logins with new password sent to Email or SMS.

System will require changing login password like the first time login.

Register open account

New customer can register to open trading account at login screen
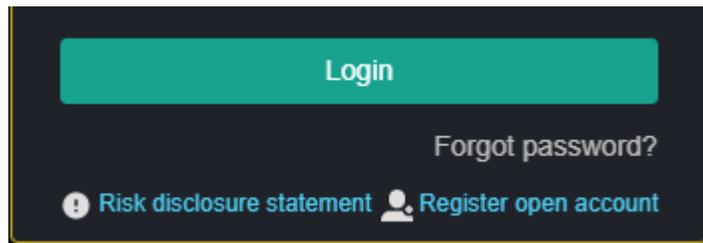
Step 1: Fill in information

➢ (*) is mandatory
➢ Other information is optional and can be left blank.
➢ Press Register to send documents to securities company.

Step 2: Successful Registration

➢ After successful registration of online account opening information, Securities Company staff will contact to confirm information with customers in the nearest time.

Register to open a securities trading account at GTJA (Vietnam) ✕

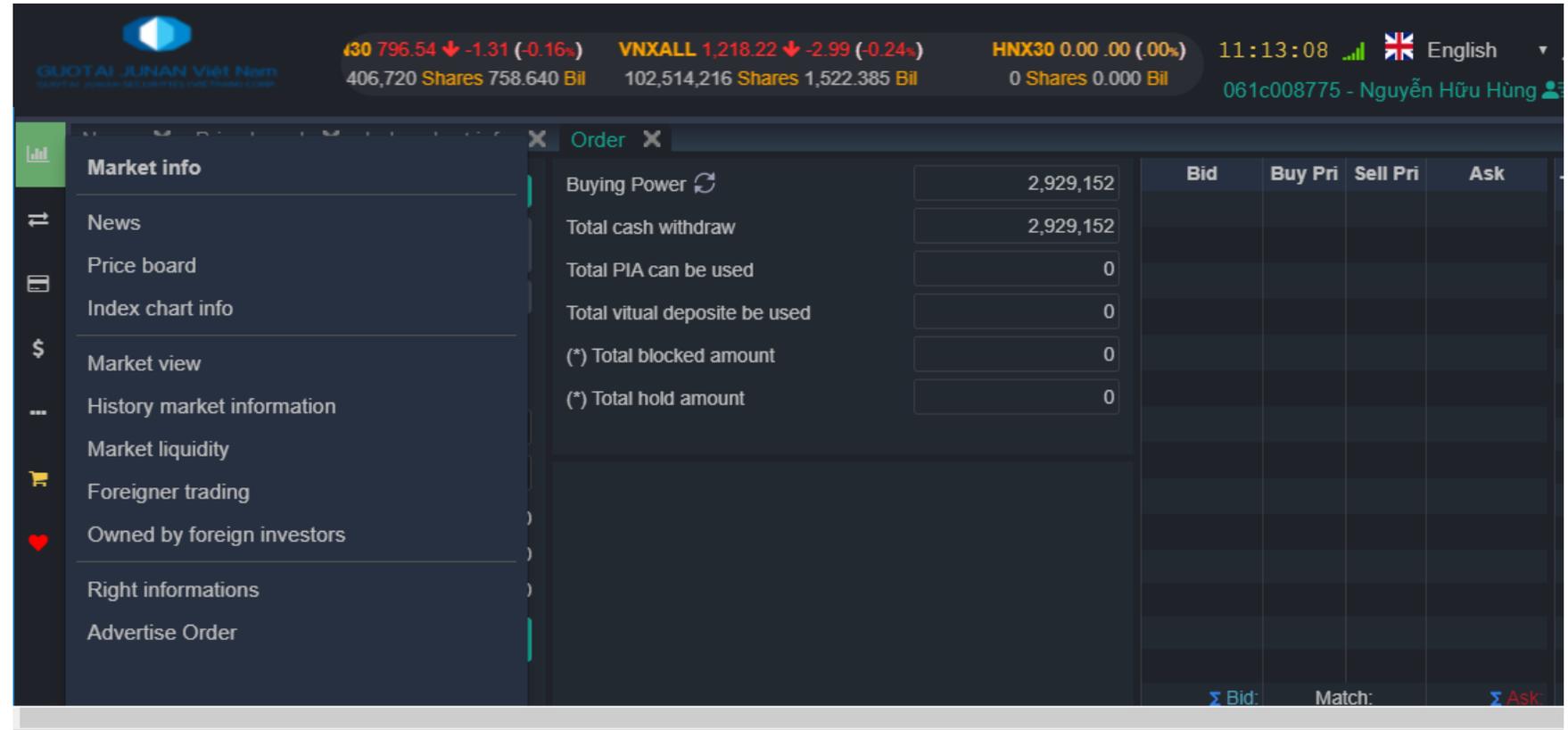| Full name*		Sex*	-- Choose your gender
Birthday*	01/01/1990	Place of birth*	
Certificates type*	ID card	Nation*	VIỆT NAM
Certificates No.*		Register date*	07/10/2021
Register place*		Job	
Contact address*			
Resident address			
Home phone		Mobile phone*	
Email			
Priority address	Contact address	Priority phone	Mobile phone
Office name		Tax	

Register   **Clear**

(*) is info must to input

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🔬 Part 2: Market information

- News

- Price board

- Index chart info

- Market view

- History market information

- Market liquidity

- Foreigner trading

- Owned by foreign investos

- Right information

- Advertise order

News

Choose Market information \ News

Price board

1. Choose Market information \ Price board

2. In Priceboard function, customer can add or remove stocks in watchlists

Market view, History market information, Market liquidity, Foreign trading, Owned by foreign investors

Choose Market information \ needed function. Customer can drag and arrange screens freely.

🔬 Part 3: Stock transaction

Securities transaction menu includes:

- Reservation order

- Register to sell odd lot (HSX)

- Confirm order tickets

- Internal stock transfer

- Right for buy

Pre market order

1.From menu select "Reservation order"
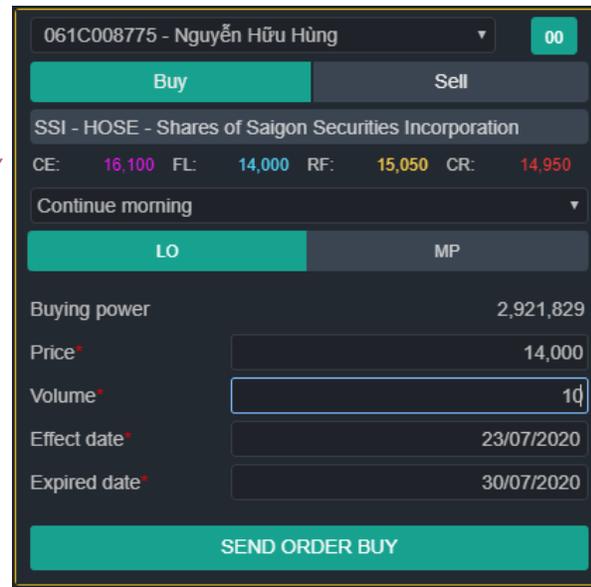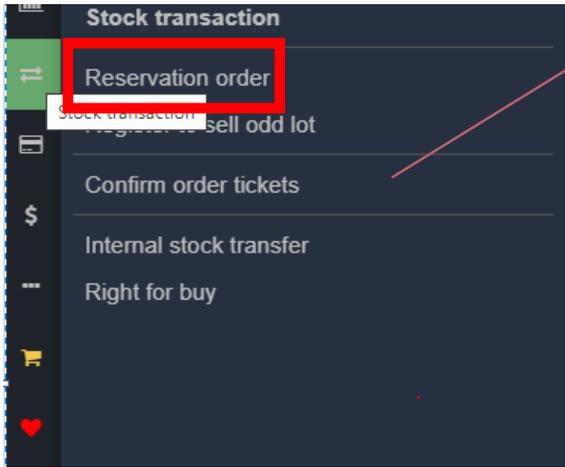
2. Confirm order ticket: After customer presses Confirm BUY advance order / Confirm SELL advance order:

- Press Confirm and send order: Confirm information is correct and order will be pushed to Exchanges at the Effective date.

- Press Cancel your order: cancel buy/ sell reservation order.

3. On reservation order list, select Cancel

Select **confirm**: Confirm successful cancellation

Select cancel request: Cancel the request of cancellation
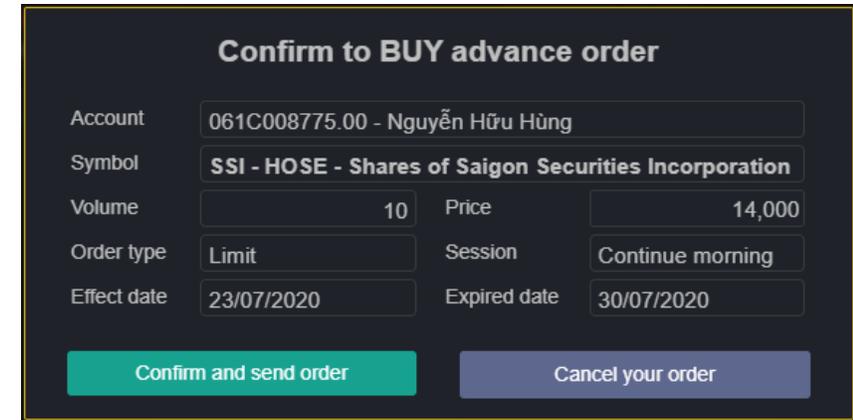
Order No	Symbol	Sell/buy	Order type	Session	Volume	Price	Effect date	Expired date	Status	Chanel	Process

Register to sell odd lot (HSX)

From menu seclect "Register to sell odd lot", screen will display list of stocks can sell odd lot.

Confirm order tickets

With orders placed through broker staff, customers need confirmation to ensure the authenticity of the order. The customer chooses the "process type" condition and the period (from date to date). The system will list all orders placed through the broker that require re-verification by customer.

Internal stock transfer, Right for buy

Stock transfer:

Allow internal transfers between sub-account if required ratio is sufficient

Right for buy:

Rights quantity available : Total volume that customer can register

Registered quantity: Total volume has been registered/

Quantity wait approve: Registered volume waiting for approval from securities company.

Available fund: The current amount of money customer can use.

Able register = Rights quantity available - Registered quantity - Quantity wait approve

Register quantity: Volume that customer want to buy, which can not be greater than available volume.

Value = Register quantity * Right price

🔬 Part 4: Cash transaction

Cash transaction menu:

- Online banking

- Withdraw request

- Internal cash transfer

- Pay in advance

- Repay margin loan

- Margin contract extension
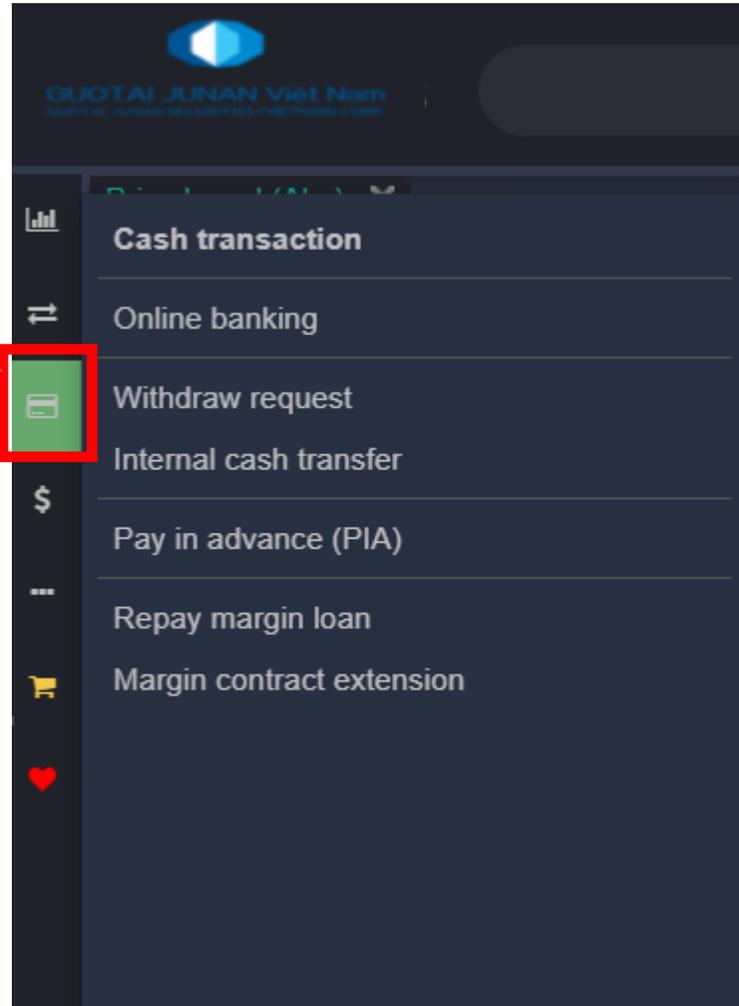
Online banking

Use to withdraw money from a bank to a securities account or withdraw money from a securities account to a bank account.
Customers choose an account with a bank connection and choose the transfer amount and select confirm

Withdraw and internal transfer

To transfer to bank account, select the Bank account receive which is registered with GTJAVN and fill in withdraw amount and select Submit

To transfer to internal account, select sub-account receive and fill in transfer amount and select submit

Repay margin loan, Margin contract extension, Pay in advance

🔬 Part 5: Portfolio management

Portfolio management menu:

- Assets management

- Margin account information

- Transaction audit
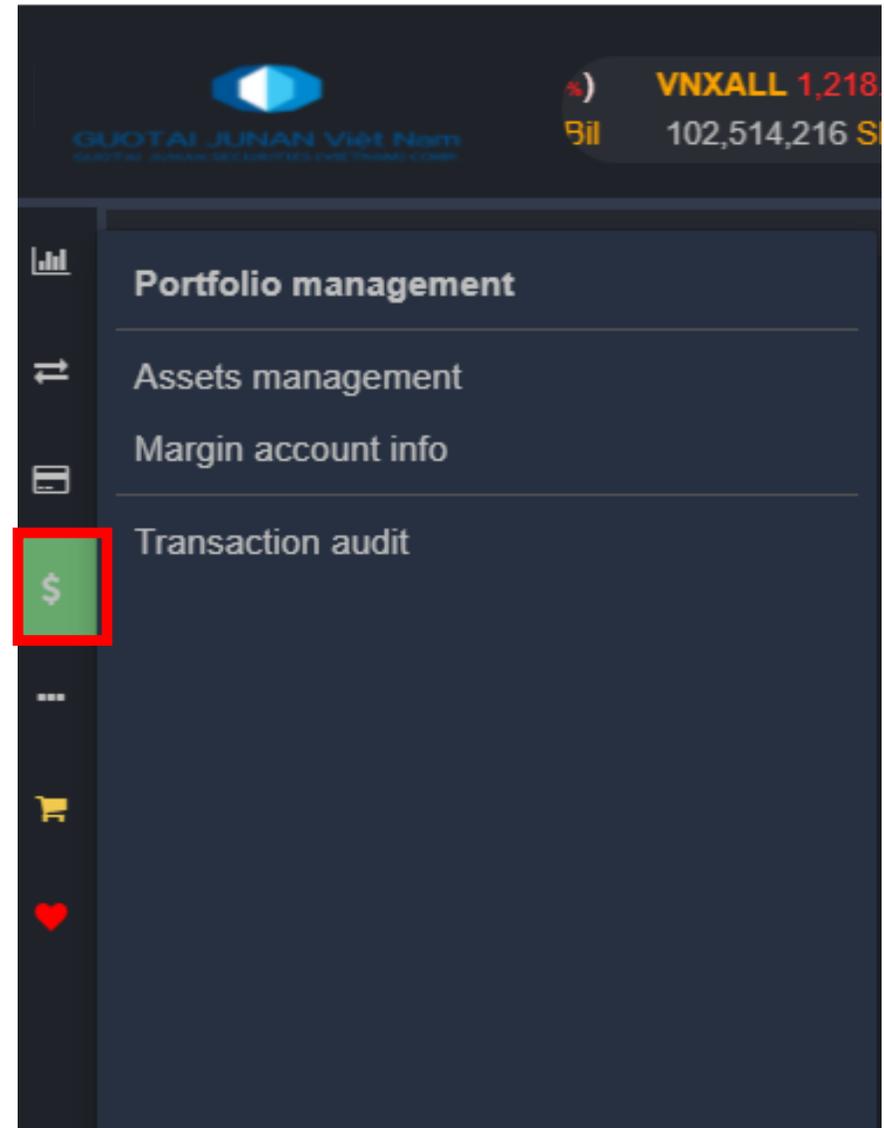
Assets management

Tab "Portfolio information" provides:

- Sub-account assets

- Total asset of customer

Tab "Portfolio management" includes securities portfolio

Margin account information

Tab "Guarantee assets information" provides:

- Information about money and securities assets

- Information on outstanding loans, total assets and total debts

Tab "Push assets information" includes: money assets, securities assets ...

Transaction audit

The customer chooses from date to date and selects the type transaction: stock or cash transaction or choose all. Click Refresh, the system will list all related transactions

Assets management ✕ Margin account info ✕ Transaction audit ✕

061C008775 - Nguyễn Hữu Hùng   ▼   00

⊙ Choose all   ○ Stock transaction   ○ Cash transaction   01/06/2020   23/07/2020   ⟳

Time	Sub acco...	Transaction type	Symbol	+/-	Volume	Value	Note	Time
01/07/2020	00	5119.Pay hosting fees		-	0	2	Thu phí lưu ký Thu phí lưu ký 06/2020 cho sub 00	01/07/2020 17:
25/06/2020	00	5115.Pay deposit interest monthly		+	0	260	Trả lãi suất không kỳ hạn	25/06/2020 17:
12/06/2020	00	0077.Account increase due to buy order	CCL	+	10	0	Thanh toán mua CK CCL ngày 10/06/2020	12/06/2020 16:
10/06/2020	00	5043.Pay securities purchase fees	CCL	-	0	106	Thanh toán phí mua CCL ngày 10/06/2020	10/06/2020 16:
10/06/2020	00	5036.Cancellation of settlement securities pur...	CCL	-	0	71,000	Thanh toán tiền mua CCL ngày 10/06/2020	10/06/2020 16:
09/06/2020	00	5001.Transfer to trading account		+	0	3,000,000	Gửi tiền tại ngân hàng 12510001220262-1-Gửi tiền TK00877...	09/06/2020 15:

🔬 Part 6: Other utility

Other utility

Change login password

Change phone code

Config system

✔ Mysterious dark interface - Vietnam

Delicate light interface - Vietnam

Mysterious dark interface - China

Delicate light interface - China

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☐ Sync account to all screens
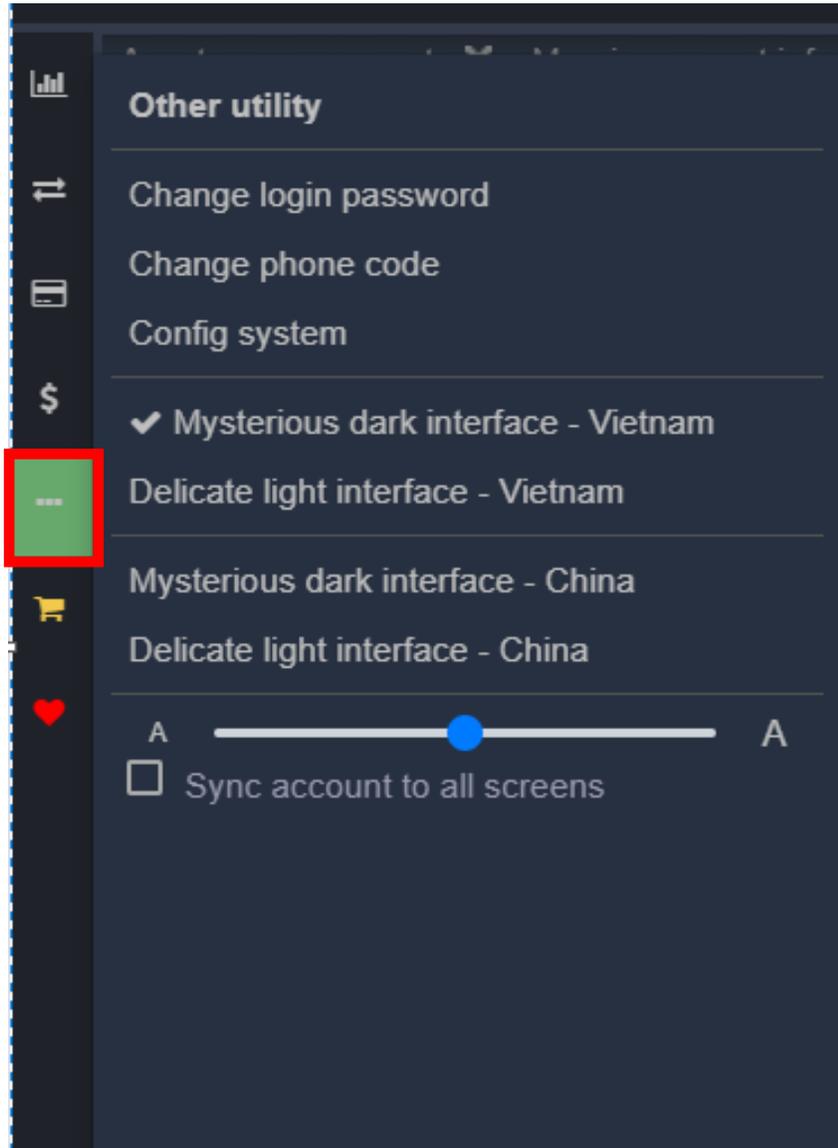
Other utility menus:

- Change login password, phone code

- Config system: select options to receive notifications from the system, set shortcuts and others

- Customer can choose light or dark themes, adjust font size of GTJAVN home trading system

Part 7 : Order menu

Assets management ✕	Margin account info ✕	Transaction audit ✕	**Price board (Abc)** ✕

-- Please select stock code   Favorites ➕ ▾   HOSE ▾   HNX ▾   UPCOM ▾

Symbol	FL	REF	CE	Bid						Matching			Offer						Vol total	Foreign	
				Pri 3	Vol 3	Pri 2	Vol 2	Pri 1	Vol 1	◄ +/- ►	Price	Qty	Pri 1	Vol 1	Pri 2	Vol 2	Pri 3	Vol 3		◄ Buy	Sell ►
A32 ↑	22,100	26,000	29,900	24,000	1,500	24,200	1,500	24,300	500				29,900	100							
AAM ↑	10,350	11,100	11,850	10,500	450	10,550	1,050	10,600	1,500	-4.5%	10,600	50	11,100	500	11,200	100	11,400	600	50		
ACB ↑	22,000	24,400	26,800	23,900	333,400	24,000	284,500	24,100	190,900	-0.8%	24,200	11,700	24,200	23,700	24,300	64,000	24,400	123,400	873,458		
CCL ↑	7,310	7,850	8,390	7,610	4,290	7,620	3,000	7,640	100	-2.9%	7,620	500	7,700	18,610	7,730	100	7,740	6,120	65,230		
HBC ↑	9,720	10,450	11,150	10,200	271,520	10,250	143,470	10,300	27,510	-1.4%	10,300	100	10,350	24,020	10,400	95,870	10,450	126,860	1,083,340		50
HPG ↑	26,150	28,100	30,050	27,750	292,200	27,800	577,620	27,850	344,870	-0.9%	27,850	500	27,900	24,630	27,950	67,980	28,000	176,850	3,673,730	441,780	
MSN ↑	50,500	54,200	57,900	53,900	5,090	54,000	71,460	54,100	17,300	-0.2%	54,100	2,320	54,200	4,910	54,300	7,760	54,400	71,110	228,980	11,160	
SSI ↑	14,000	15,050	16,100	14,850	228,110	14,900	180,960	14,950	91,970	-0.7%	14,950	20	15,000	74,760	15,050	178,600	15,100	191,770	1,877,870	67,450	
TDH ↑	8,160	8,770	9,380	8,700	25,540	8,710	301,970	8,720	10,500	-0.2%	8,750	4,620	8,750	10,380	8,770	12,290	8,780	2,000	371,770	500	
VCB ↑	76,800	82,500	88,200	82,200	1,850	82,300	13,730	82,400	15,250	-0.1%	82,400	20	82,500	18,130	82,600	20,830	82,700	25,620	411,970	273,400	
VHM ↑	72,100	77,500	82,900	78,100	12,080	78,200	11,210	78,300	5,680	1.0%	78,300	20	78,400	11,000	78,500	12,140	78,600	18,980	426,110	9,910	
VIC ↑	83,600	89,800	96,000	89,600	6,020	89,700	4,640	89,800	8,920		89,800	10	89,900	870	90,000	9,340	90,100	50	74,740	17,940	
VND ↑	11,650	12,500	13,350	12,300	13,770	12,350	13,960	12,400	100	-1.2%	12,350	20	12,450	9,080	12,500	5,030	12,550	6,730	112,290	30,100	
VNM ↑	106,200	114,100	122,000	113,700	12,500	113,800	19,130	113,900	3,820	-0.2%	113,900	10	114,000	16,210	114,100	14,920	114,200	11,060	352,470	109,760	
VTV ↑	5,800	6,400	7,000			5,800	500	5,900	100				6,900	600	7,000	1,500					
YEG ↑	50,300	54,000	57,700	51,500	700	51,600	20	51,800	620	-4.1%	51,800	210	52,900	400	53,000	1,050	53,300	10	25,000		

Buy order

- **Price**: Customers can enter prices or click directly on price types. The system will automatically fill in the "Prices" box.
- **Volume**: Customers can enter the volume they want to buy or click on the "CP" box after the "Maximum purchase volume" box, the system will automatically take the maximum purchase volume to fill in the "Volume" box.
- **Max volume**: When customers place a buy order, based on the price entered by the Customer and the Purchasing Capacity, the system will automatically calculate the maximum volume that customers can buy.
- **Buying power**: When a customer clicks this box, a screen of the purchase details will be displayed

After select the Buy Order button, the system will display the following screen:
- Select **Confirm and send order**: Send the order on the system of the Exchanges.
- Slect **Cancel your order**: Cancel the purchase order operation

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Sell order

- **Price**: Customers can enter prices or touch directly on the prices of Tran, San, TC, Match, the system will automatically fill in the "Prices".
- **Volume**: Customers can enter the amount they want to sell or touch the CP button right after the "Ability to sell" box, the system will automatically take the maximum sales volume to fill in the "Volume" box.
- **Sell able quantity**: Maximum amount of securities that customers can sell to the present.

After selecting the Buy Order button, the system will display the following screen:
- Select **Confirm and send order**: Send the order on the system of the Exchanges.
- Slect **Cancel your order:** Cancel the purchase order operation

🔍 Edit order

Click on Order book on the Order screen to open the intraday
order book, select "Wait to match"

- Customer chooses Price or Volume to be edited.

- Select Confirm editing order: Confirm the successful edit and send
  revised order to Exchange.

- Select Cancel request: Cancel the edit operation

🔍 Cancel order

Click on Order book on the Intraday order placement screen to open the intraday Order book

| Order book | Assets management |

Cancel multi-orders   ☐ Wait to match (0)   ☐ Match (0)

☐	Action	Order date	Time	Status	Symbol	Sell/buy	Order	Price	Volume	Matched vol	Avg match pri	Match value

- Select Confirm **cancelling** order: Confirm the successful cancel and send cancellation to Exchange.

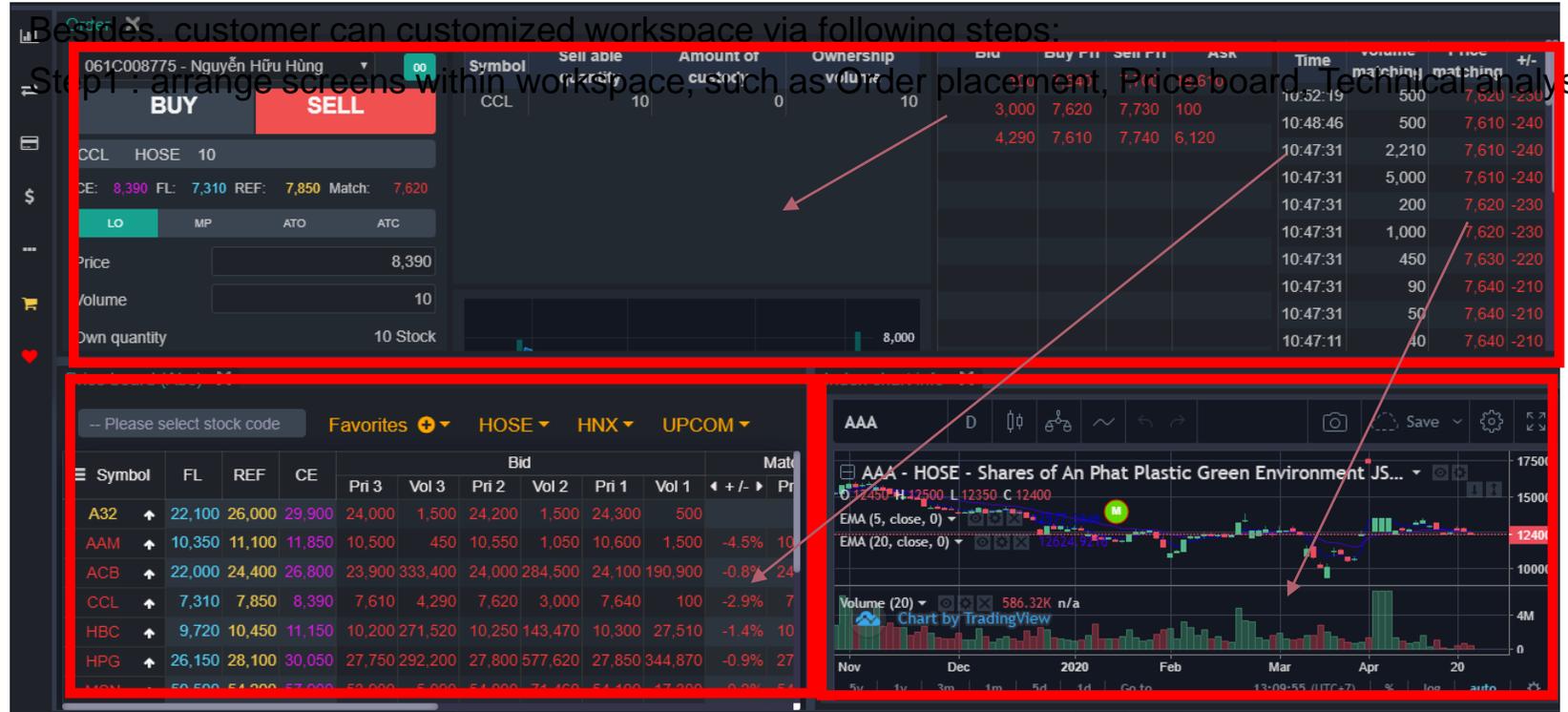- Select Cancel request: Cancel the cancellation operation.

Menu allows customer to choose between 3 preset workspaces.
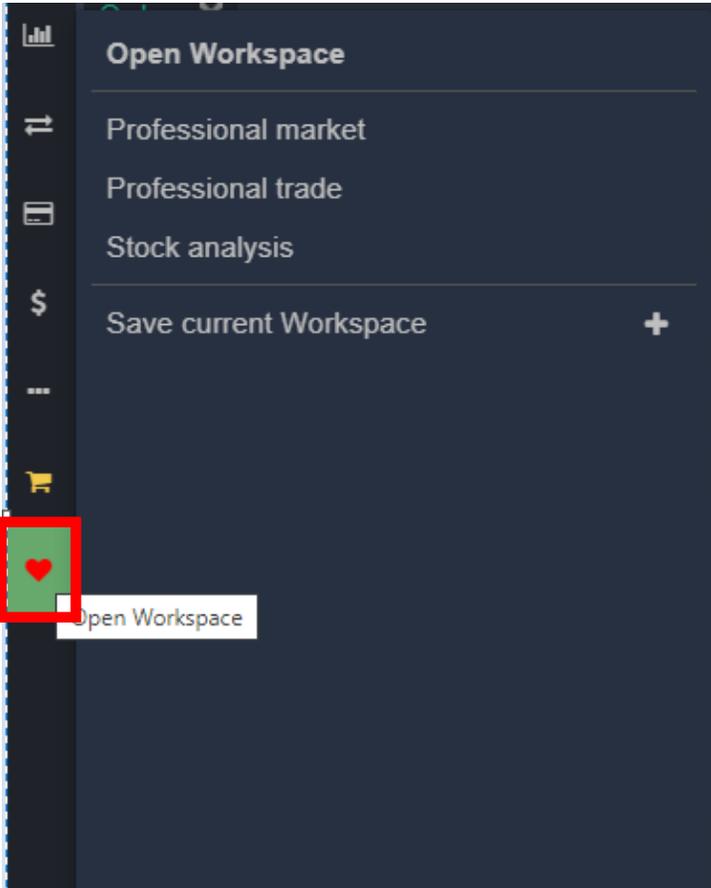
Besides, customer can customized workspace via following steps:
Step1 : arrange screens within workspace, such as Order placement, Price board, Technical analysis:

Step 2: select save workspace

Step 3: name new workspace -> select Save workplace.

THANK YOU

••••

Thank you client for accompanying with GTJAVN. For further information, please contact:

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