

# User guide



GTJAVN Home Trading

## Contents

1. System login
2. Market information
3. Securities trading
4. Money transaction
5. Asset management
6. Other utilities
7. Order
8. Workspace

Account sign	3
Change password	4
Register to open account	6

News	8
Technical chart	9
Market overview	10

Pre-market order	12
Odd lot share selling in HSX	13
Order confirmation	14
Securities transfer	15

Online banking	17
Transfer	18
Margin repay, cash advance	19

Buy order	26
Sell order	27
Edit order	28
Cancel order	29

Account information	21
Margin information	22
Transaction statement	23



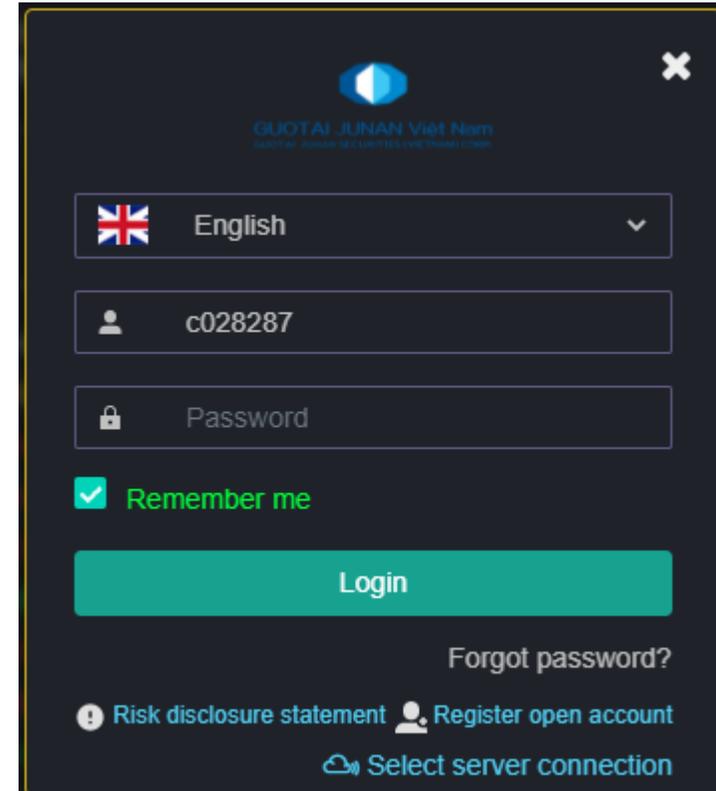
## Part I: Login

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



The screenshot shows the login page for GUOTAI JUNAN Việt Nam. At the top, there is a logo and the company name. Below that, there is a language selection dropdown menu currently set to 'English'. The username field contains 'c028287'. The password field is labeled 'Password'. There is a checked checkbox for 'Remember me'. A large teal 'Login' button is centered below the fields. At the bottom right, there is a link for 'Forgot password?'. At the bottom left, there are links for 'Risk disclosure statement' and 'Register open account'. At the bottom center, there is a link for 'Select server connection'.

## 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.

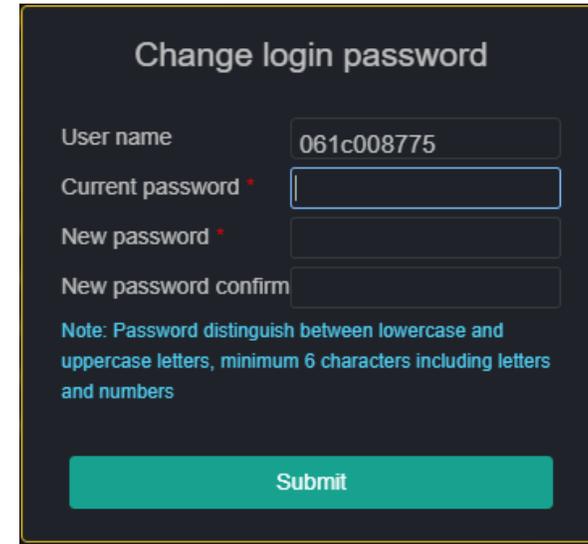
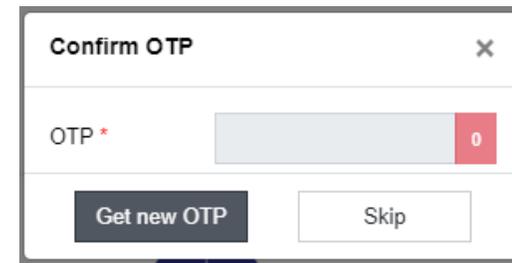
New password: require at least 6 characters, including letters and numbers.

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

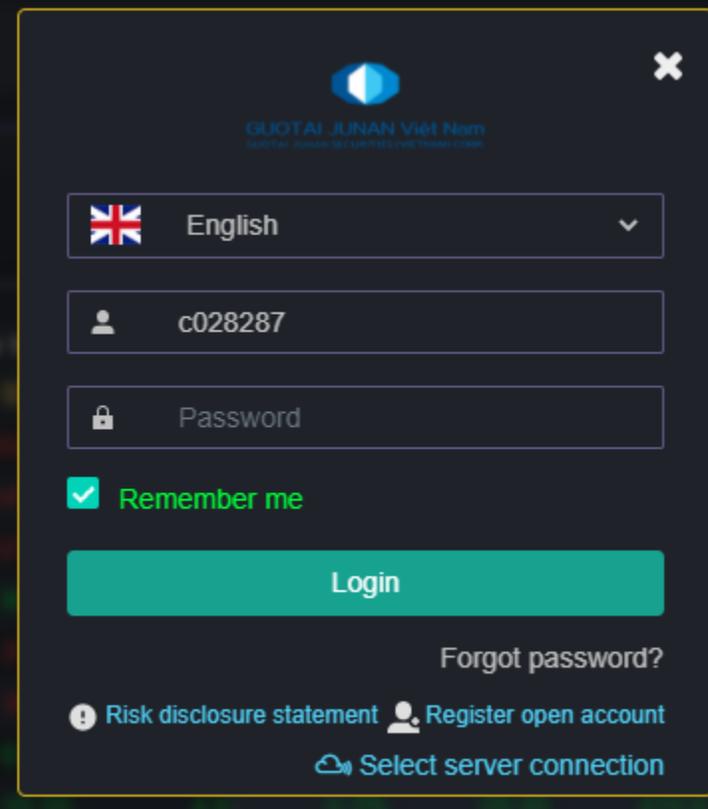
Press **reset login password** button

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.



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

English

c028287

Password

Remember me

Login

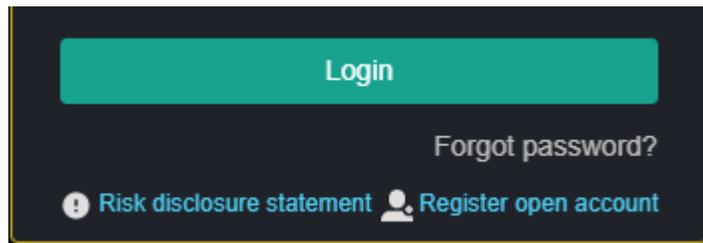
[Forgot password?](#)

[Risk disclosure statement](#) [Register open account](#)

[Select server connection](#)

## 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.

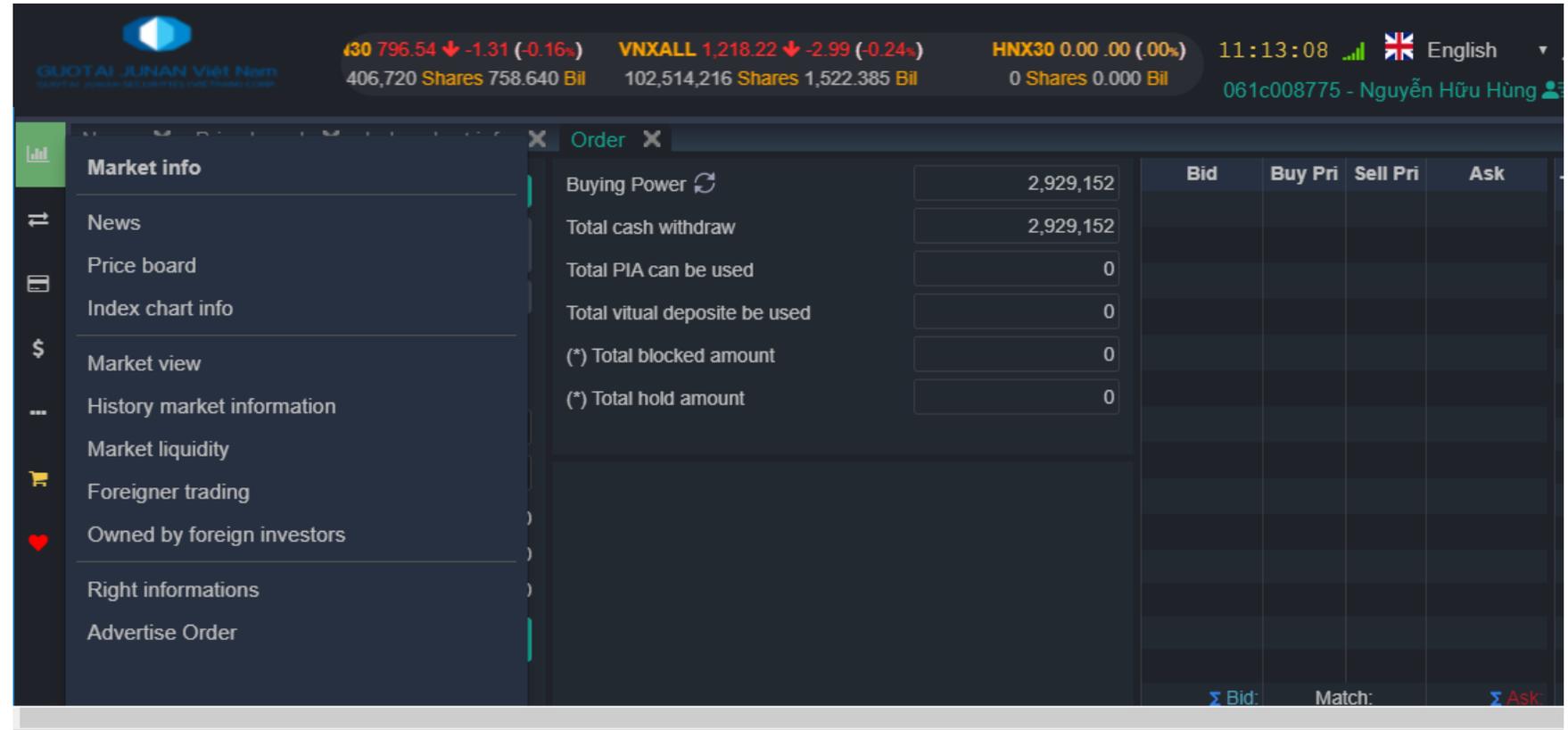
### Register to open a securities trading account at GTJA (Vietnam) ✕

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

Register
Clear
(\*) is info must to input

# Part 2: Market information

- News
- Price board
- Index chart info
- Market view
- History market information
- Market liquidity
- Foreigner trading
- Owned by foreign investors
- Right information
- Advertise order



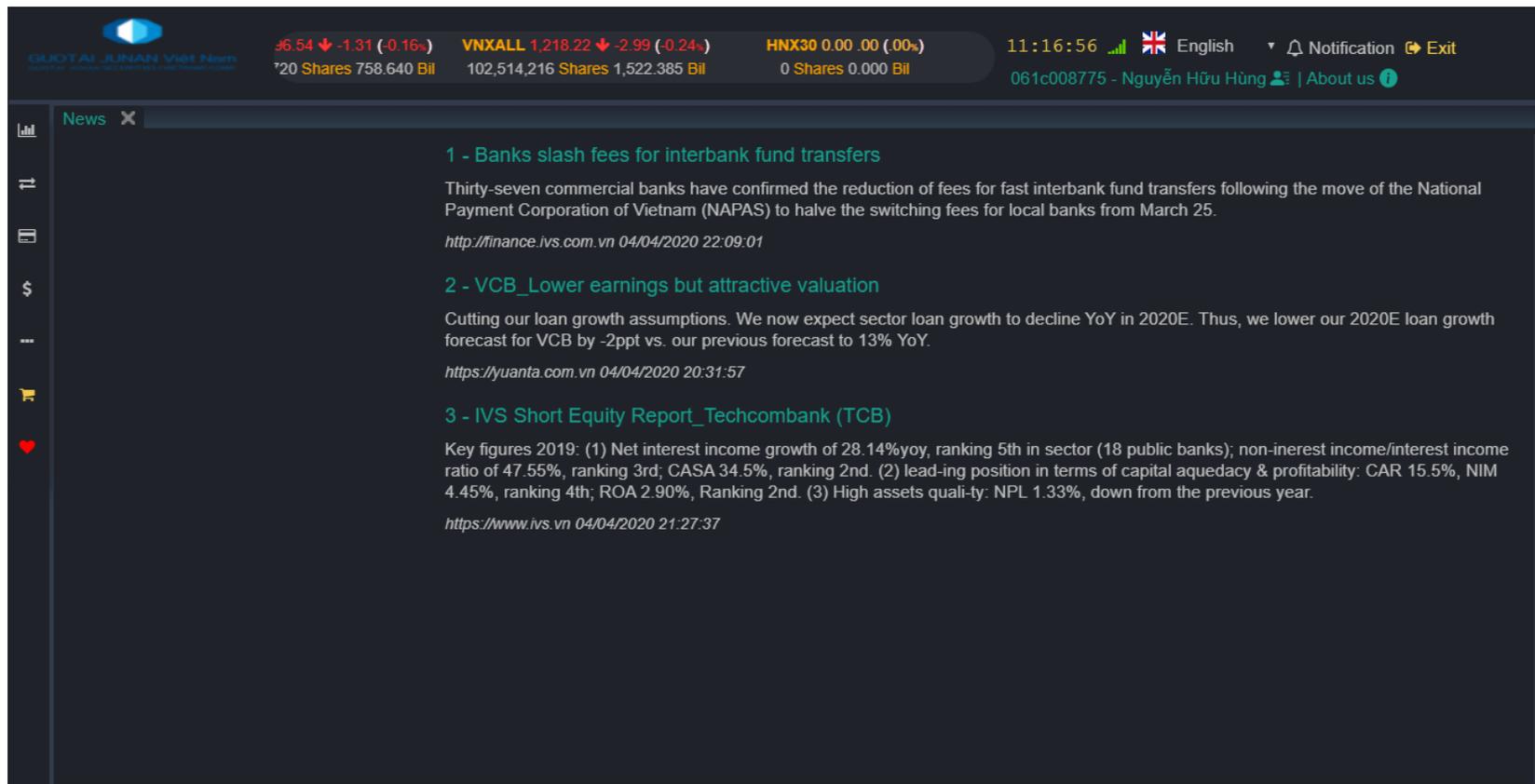
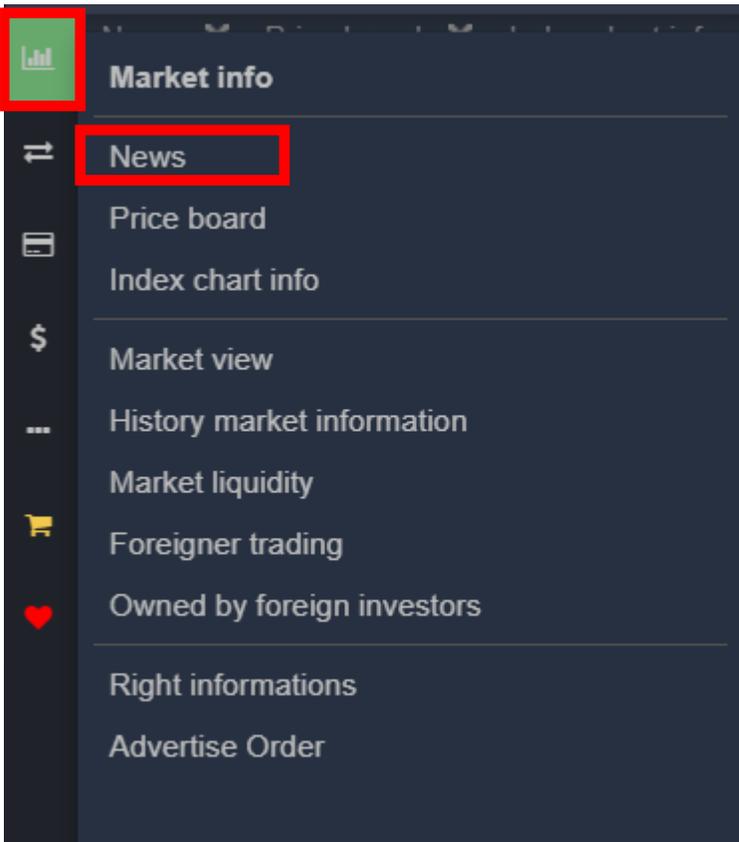
The screenshot displays a trading platform interface with a dark theme. At the top, there is a header with the logo of 'GUOTAI JUNAN VIỆT NAM' and market data for three indices: **30** (796.54, -1.31, -0.16%), **VNXALL** (1,218.22, -2.99, -0.24%), and **HNX30** (0.00, .00, .00%). The time is 11:13:08, and the user is logged in as '061c008775 - Nguyễn Hữu Hùng'. A sidebar on the left lists various market information options, with 'Market info' selected. The main content area shows an 'Order' window with a table of market data:

		Bid	Buy Pri	Sell Pri	Ask
Buying Power	2,929,152				
Total cash withdraw	2,929,152				
Total PIA can be used	0				
Total virtual deposit be used	0				
(*) Total blocked amount	0				
(*) Total hold amount	0				

At the bottom of the table, there are summary labels:  $\Sigma$  Bid, Match, and  $\Sigma$  Ask.

# News

Choose Market information \ News





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

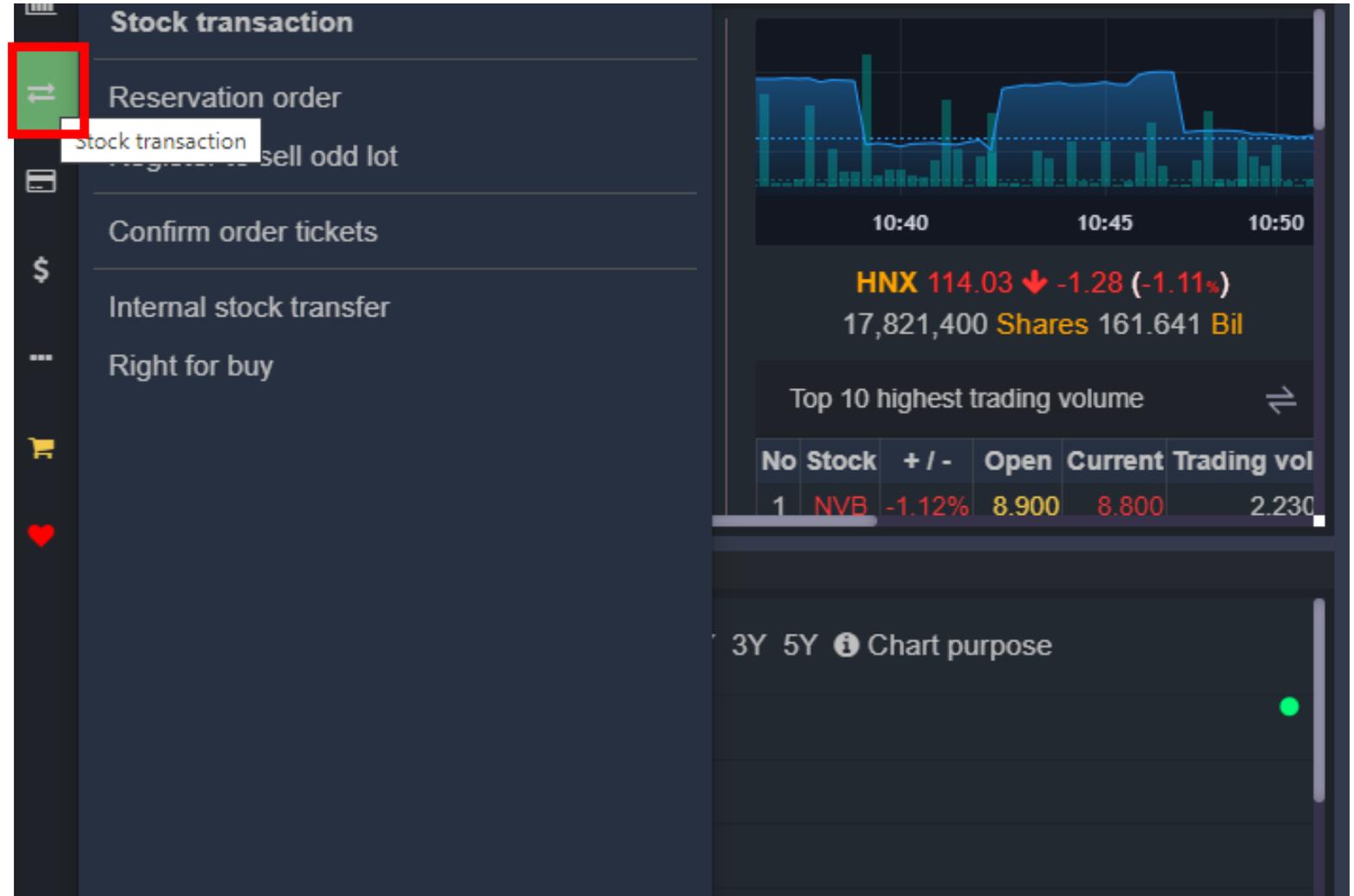
Choose Market information \ needed function. Customer can drag and arrange screens freely.



# 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

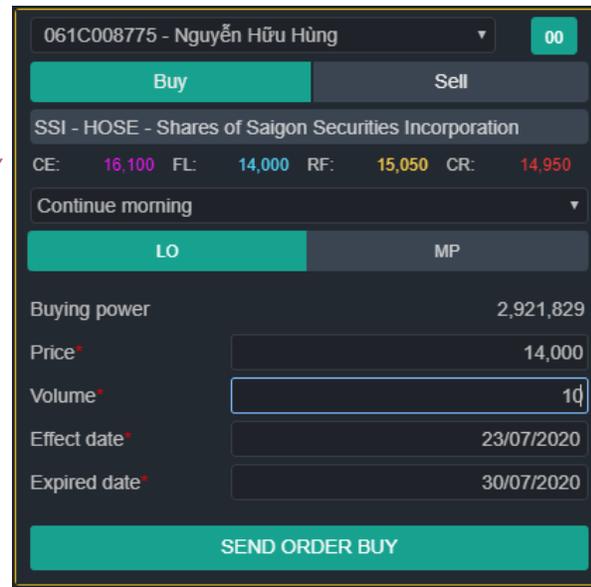
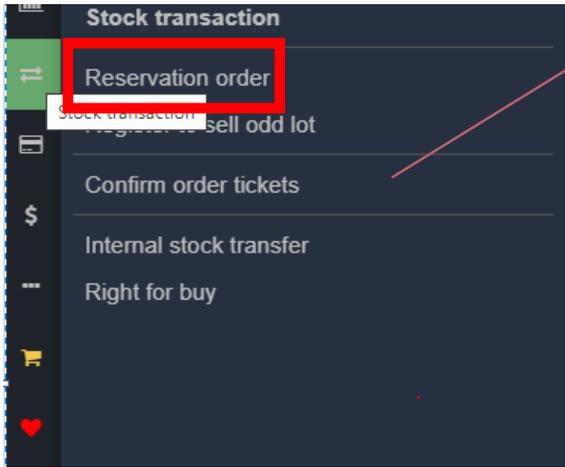


The screenshot displays a trading application interface. On the left, a dark sidebar contains a menu titled "Stock transaction" with a list of options: "Reservation order", "Register to sell odd lot (HSX)", "Confirm order tickets", "Internal stock transfer", and "Right for buy". A red box highlights the "Reservation order" option, which has a double-headed arrow icon. A tooltip labeled "Stock transaction" is visible over the menu. The main area shows a stock price chart for HNX, with a price of 114.03, a decrease of 1.28 (-1.11%), and 17,821,400 shares traded. Below the chart is a table titled "Top 10 highest trading volume" with columns for "No", "Stock", "+ / -", "Open", "Current", and "Trading vol". The first row shows "1 NVB -1.12% 8.900 8.800 2.230".

No	Stock	+ / -	Open	Current	Trading vol
1	NVB	-1.12%	8.900	8.800	2.230

# Pre market order

1. From menu select "Reservation order"



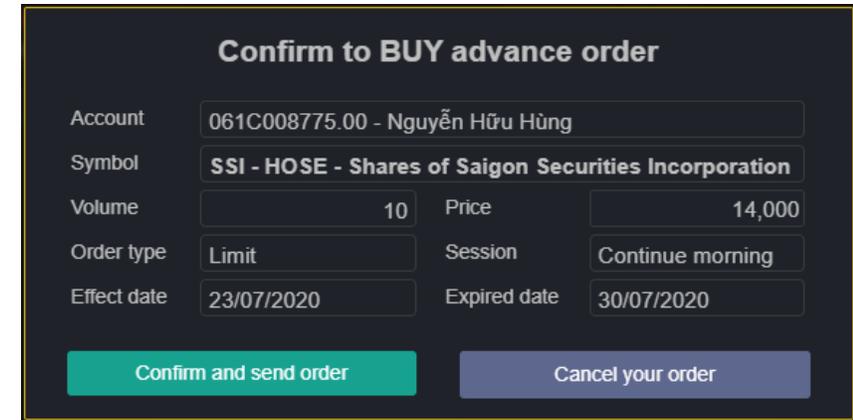
2. Confirm order ticket: After customer presses Confirm BUY advance order / Confirm SELL advance order:

- 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



A screenshot of a reservation order list table. The table has the following columns: Order No, Symbol, Sell/buy, Order type, Session, Volume, Price, Effect date, Expired date, Status, Chanel, and Process. The table is currently empty.

Order No	Symbol	Sell/buy	Order type	Session	Volume	Price	Effect date	Expired date	Status	Chanel	Process
----------	--------	----------	------------	---------	--------	-------	-------------	--------------	--------	--------	---------



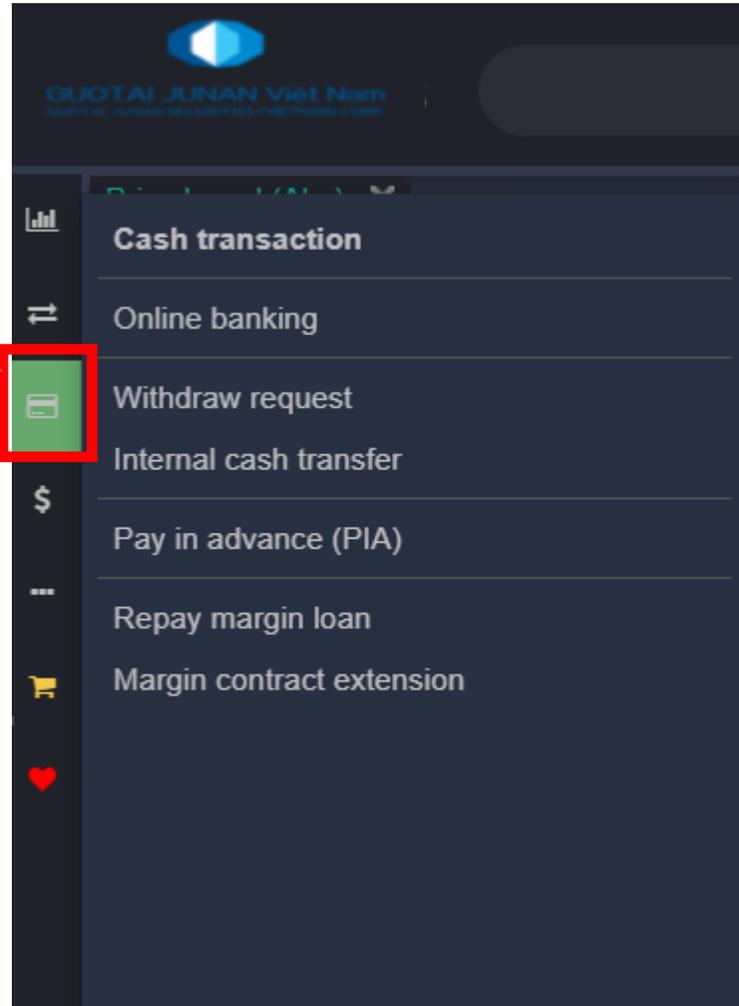




## Part 4: Cash transaction

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

Price board (Abc) X Online banking X

Account 061C008775.00 - Nguyễn Hữu ▾

Connection status Not connected ▾

Cash amount 2,929,152

Cash available (SEC) 2,929,152

Bank account ▾

Cash amount 0

Cash available (BANK) 0

Transaction type  Deposit to stock account  Withdraw to bank account

Transfer amount\* 0

Confirm ✓

☰ 🗨 🔍 ↻

#	Time	Sub account	Transaction type	Symbol	Volume	Value	Note

## 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

Price board (Abc) ✕ Online banking ✕ Withdraw request ✕

Account 061C008775.00 - Nguyễn Hữu 1 ▾

Cash available 2,929,152

Bank account receive\* 021704060019398 - Nguyễn Hữu ▾

Withdraw amount\*

Submit ✓

#	Time	Sub account	Transaction type

Internal cash transfer ✕

Sub account transfer 061C008775.00 - Nguyễn Hữu 1 ▾

Cash available 2,929,152

Sub account receive ▾

Transfer amount\*

Submit ✓

#	Time	Sub account	Transaction type

# Repay margin loan, Margin contract extension, Pay in advance

### Pay in advance (PIA) ✕

Sub account transfer: 061C008775.00 - Nguyễn Hữu T ▾

Total PIA amount:

PIA cash\*

PIA all cash?

Total PIA wait approve:

Total PIA remain:

PIA loan fee:

#	Time	Sub account

### Repay margin loan ✕

Sub account transfer: 061C008775.00 - Nguyễn Hữu T ▾

Loan contract number:

Loan date:

Loan amount:

Remain loan current:

Interest amount:

Cash available:

Repay amount\*

Current margin contract list

Query margin history informations

#	No	Contract number	Margin contra

### Transaction audit ✕

061C008775 - Nguyễn Hữu T ▾

Choose all  Stock transaction

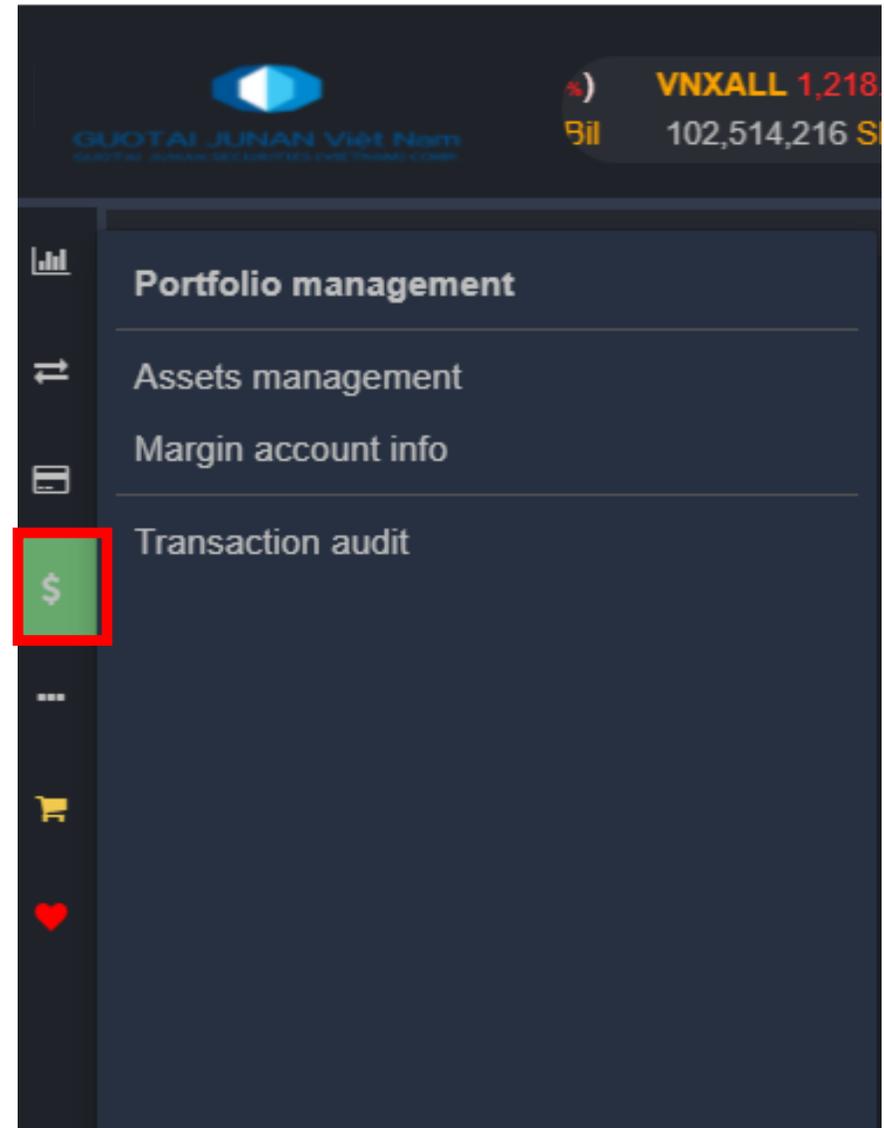
Cash transaction

Time	Sub acco...	Transaction type

## 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

The screenshot displays the 'Assets management' interface for account 061C008775 - Nguyễn Hữu Hùng. The interface is divided into several sections:

- Account Information:** 061C008775 - Nguyễn Hữu Hùng, 00.
- Navigation:** Sub-account assets (selected), Total customer assets, Portfolio information (highlighted), Portfolio management (highlighted).
- Monetary 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.
- Table:** A table showing sub-account details for CCL.

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

# 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 ...

The screenshot shows a software interface for margin account information. At the top, there are two tabs: "Assets management" and "Margin account info". Below the tabs, the account name "061C008775 - Nguyễn Hữu Hùng" is displayed. Two tabs are highlighted with red boxes: "Guarantee assets information" and "Push assets information". The main content area is divided into four columns: "Cash assets", "Stock assets", "Debit information", and "Total asset and loan info". Each column contains several rows of data with numerical values, mostly zero. At the bottom, there is a table header for "Stock assets are assessed" with columns for Symbol, Qty, Capital ratio (%), Price, Guarantee asset (%), Guarantee assets, Asset (%), Asset power, Rights Qty, Guarantee asset of right, Asset of rights, Guarantee asset of right cash, and Asset of rights. The table content is empty, showing "No data found".

Cash assets		Stock assets		Debit information		Total asset and loan info	
Current cash balance	0	Availability stock assets	0	Current marin loan	0	Total asset power	
Withdraw-able	0	Buying waiting stock assets	0	Margin fee		Total loan (DB)	
Initial guarantee	0	Buying waiting stock of rights	0	PIA loan current	0	Margin value	0
Guarantee used	0	Buying waiting match assets	0	PIA loan fee	0	Min buying power	0
Amount of temporary custody	0	<b>Total stock assets</b>	0	Unsecured debt	0	Max buying power	0
Amount blockade	0			CD fee		Remain margin loan limit	0
Other amount blockade	0			Depository fees	0	Current maintenance ratio	0.00 %
Cash sale wait settlement (available)	0			<b>Total loan real</b>	0	Force sell ratio	0.00 %
Cash from right waiting	0						
<b>Total cash assets</b>	0						

Stock assets are assessed - Account: ^

Symbol	Qty	Capital ratio (%)	Price	Guarantee asset (%)	Guarantee assets	Asset (%)	Asset power	Rights Qty	Guarantee asset of right	Asset of rights	Guarantee asset of right cash	Asset of rights
No data found												

# Transaction audit

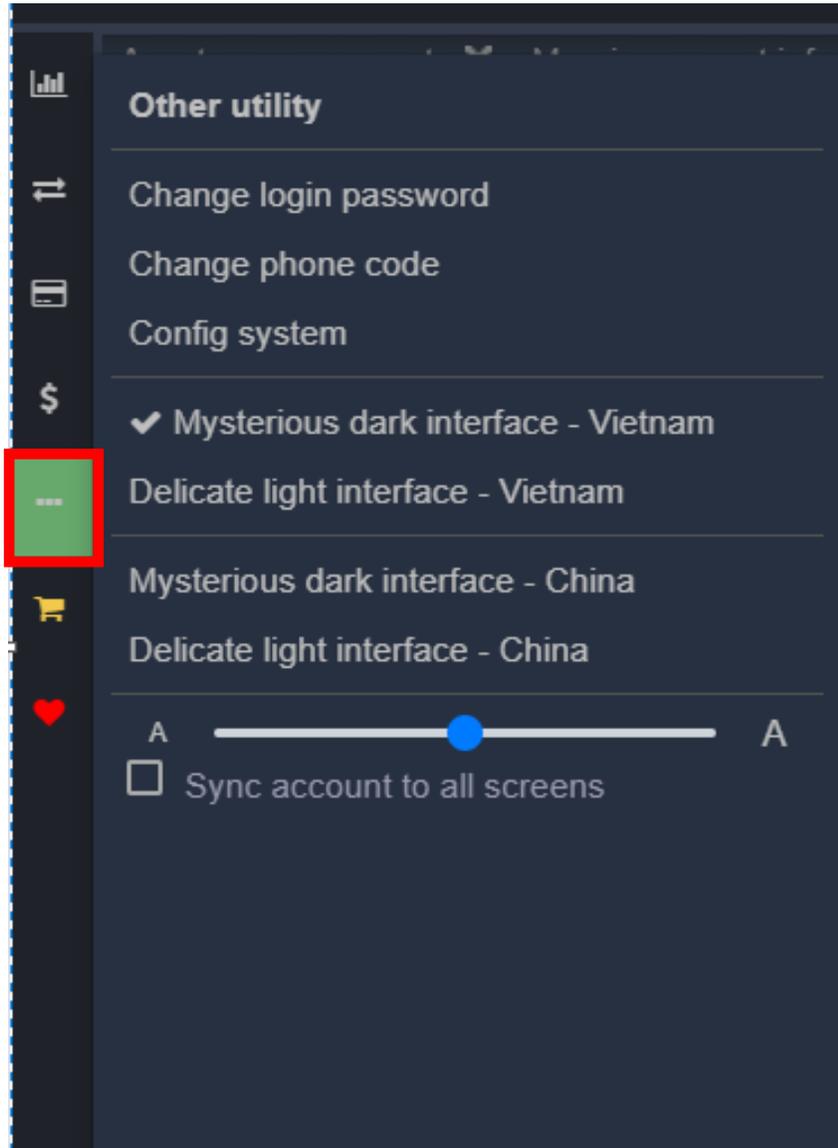
The customer chooses from date to date and selects the type transaction: stock or cash transaction or choose all. Click Refresh, the system will list all related transactions

The screenshot displays a web application interface for transaction auditing. At the top, there are tabs for 'Assets management', 'Margin account info', and 'Transaction audit'. Below the tabs, the account name '061C008775 - Nguyễn Hữu Hùng' is shown next to a '00' button. The interface includes filters for transaction type: 'Choose all' (selected), 'Stock transaction', and 'Cash transaction'. Date range filters are set to '01/06/2020' and '23/07/2020', with a refresh button. A table lists the transactions with columns for Time, Sub account, Transaction type, Symbol, +/-, Volume, Value, Note, and Time.

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 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





# Buy order

Order ✕
Buying Power ↻

061C008775 - Nguyễn Hữu Hùng 00
2,929,152

**BUY**
**SELL**

SSI - HOSE - Shares of Saigon Securities Incor...

CE: 16,100 FL: 14,000 REF: 15,050 Match: 14,950

**LO**
MP
ATO
ATC

Price

Volume

Max volume 190

Room deposit remaining 0

Foreign room 0

Buy order: SSI

- **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

Confirm to BUY order

Account	<input style="width: 90%;" type="text" value="061C008775.00 - Nguyễn Hữu Hùng"/>		
Symbol	<input style="width: 90%;" type="text" value="SSI - HOSE - Shares of Saigon Securities Incorporation"/>		
Volume	<input style="width: 50%;" type="text" value="10"/>	Order type	<input style="width: 50%;" type="text" value="Limit"/>
Price	<input style="width: 50%;" type="text" value="15,050"/>	Trading value	<input style="width: 50%;" type="text" value="150,500"/>
Estimated fee	<input style="width: 50%;" type="text" value="377"/>	Market value	<input style="width: 50%;" type="text" value="150,877"/>

Confirm and send order

Cancel your order

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



# Sell order

Order X

061C008775 - Nguyễn Hữu Hùng 00

**BUY** **SELL**

CCL HOSE 10

CE: 8,390 FL: 7,310 REF: 7,850 Match: 7,620

LO MP ATO ATC

Price 8,390

Volume 10

Own quantity 10 Stock

Max volume 10 Stock

Room deposit remaining 0

Foreign room 0

**Sell order: CCL**

Symbol	Sell able quantity	Amount of custody	Ownership volume
CCL	10	0	10

- **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.

**Confirm to SELL order**

Account 061C008775.00 - Nguyễn Hữu Hùng

Symbol CCL - HOSE - Petrovietnam Investment and Urban Devel...

Volume 10 Order type Limit

Price 8,390 Trading value 83,900

**Confirm and send order** **Cancel your order**

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"

	Action	Order date	Time	Status	Symbol	Sell/buy	Order	Price	Volume	Matched vol	Avg match pri	Match value
<input type="checkbox"/>												

- 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

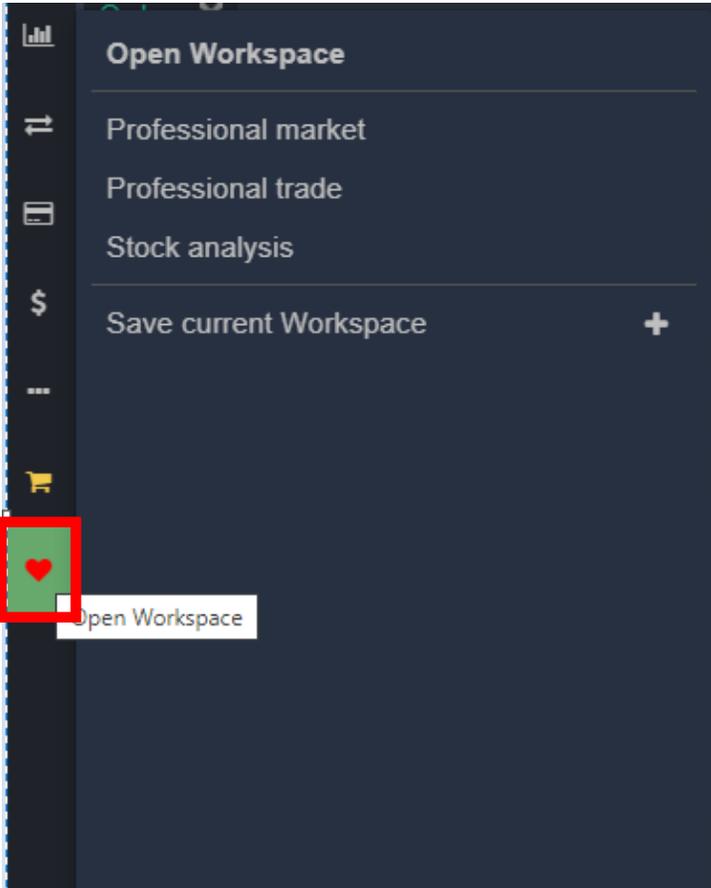
Action	Order date	Time	Status	Symbol	Sell/buy	Order	Price	Volume	Matched vol	Avg match pri	Match value

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



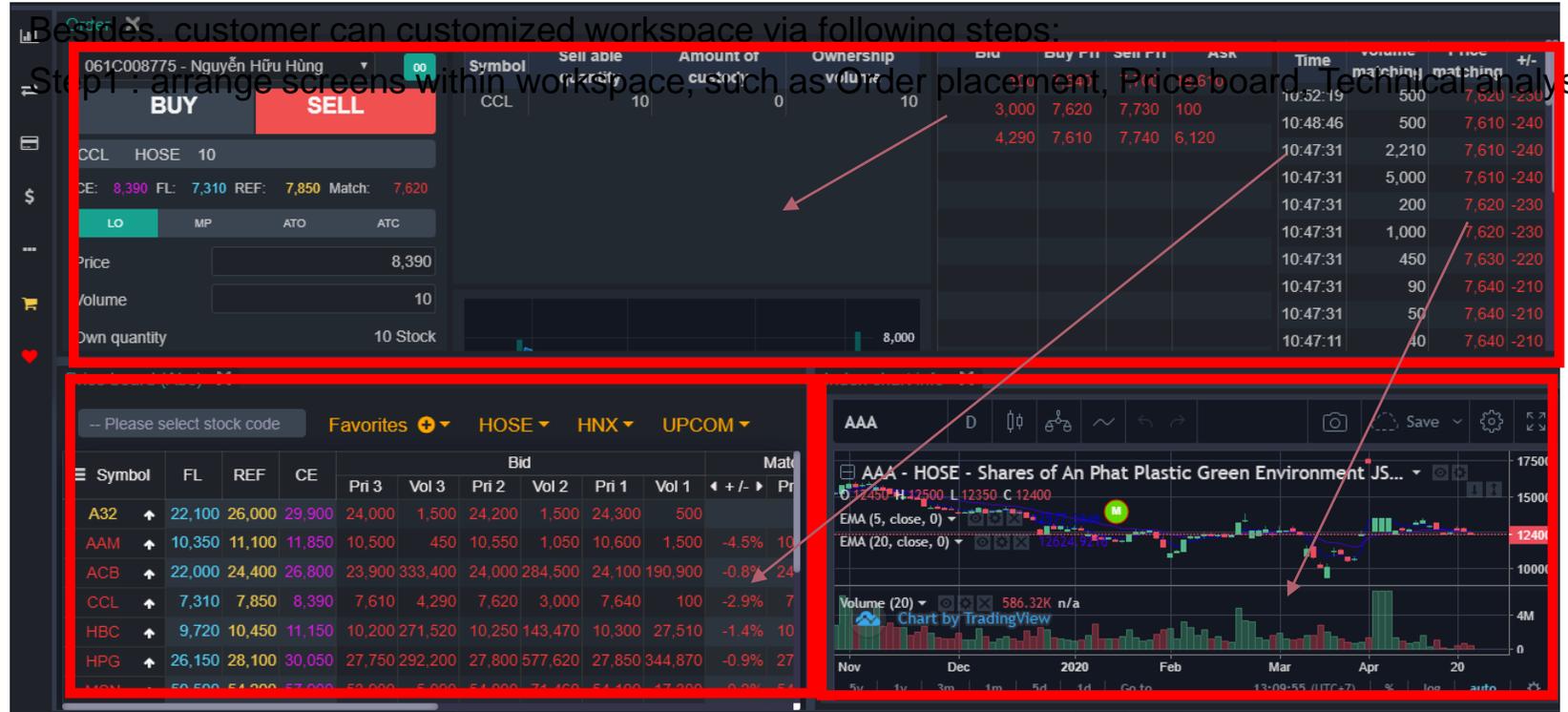
# Phần 8: Menu Workspace

Menu allows customer to choose between 3 preset workspaces.



Besides, customer can customized workspace via following steps:

Step 1: 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:



(024) 35779999 - 1900545461



[info@gtjas.com.vn](mailto:info@gtjas.com.vn)



[www.gtjai.com.vn](http://www.gtjai.com.vn)