

GuocoCapital

# Quick Trade User Guide

Last Update: 2011/9/7


## Risk Disclosure Statement

The price of securities can and does fluctuate. Any individual security may experience upward or downward movements and may under some circumstances become valueless. There is an inherent risk that losses may be incurred rather than profits made as a result of buying and selling securities. Due to unpredictable traffic congestion, delays in transmission, interruption, transmission blackout, incorrect data transmission or interference by unauthorised persons due to the public nature of the Internet and other reasons, the Internet is inherently not always a reliable medium of communication. Such lack of reliability is beyond our control. As a result, there may be failure or delay in the transmission and receipt of instructions and other information and this may result in failure or delay in the execution of instructions and /or the execution of instructions at prices different from those prevailing at the time the instructions were given.

## Contents

Installation.....	1
Logon.....	1
Change Password / Pin.....	2
Place Order.....	3
Current Orders.....	6
Current Cash Position.....	11
Current Stock Position.....	11
Save Preference / Restore Preference.....	12
Auto Refresh.....	12
Start AAStocks Real-Time Streaming Quotes.....	12
Real-Time Snapshot.....	13
Logoff.....	13

## Installation

Visit our website <http://www.guococap.com>, and then press  to download "Quick Trade" to your computer and install it.

System requirements of "Quick Trade" are operating system Windows 2000 or above, latest version Java Virtual Machine (Download through <http://www.java.com>), and the application can be viewed at 800x600 screen resolution, best viewed at 1024x768 screen resolution.

After installation, the icon below will be shown on the desktop, double click to start the application.

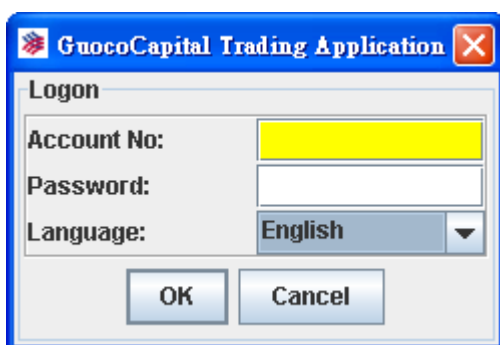


## Logon

To login to Quick trade, please enter your

- (1) Account number: Example "1234567".
- (2) Password: Password should be formed of 6 numeric characters.
- (3) Language: Please select your language, "English", "Traditional Chinese" and "Simplified Chinese" are supported.

Then click "OK".



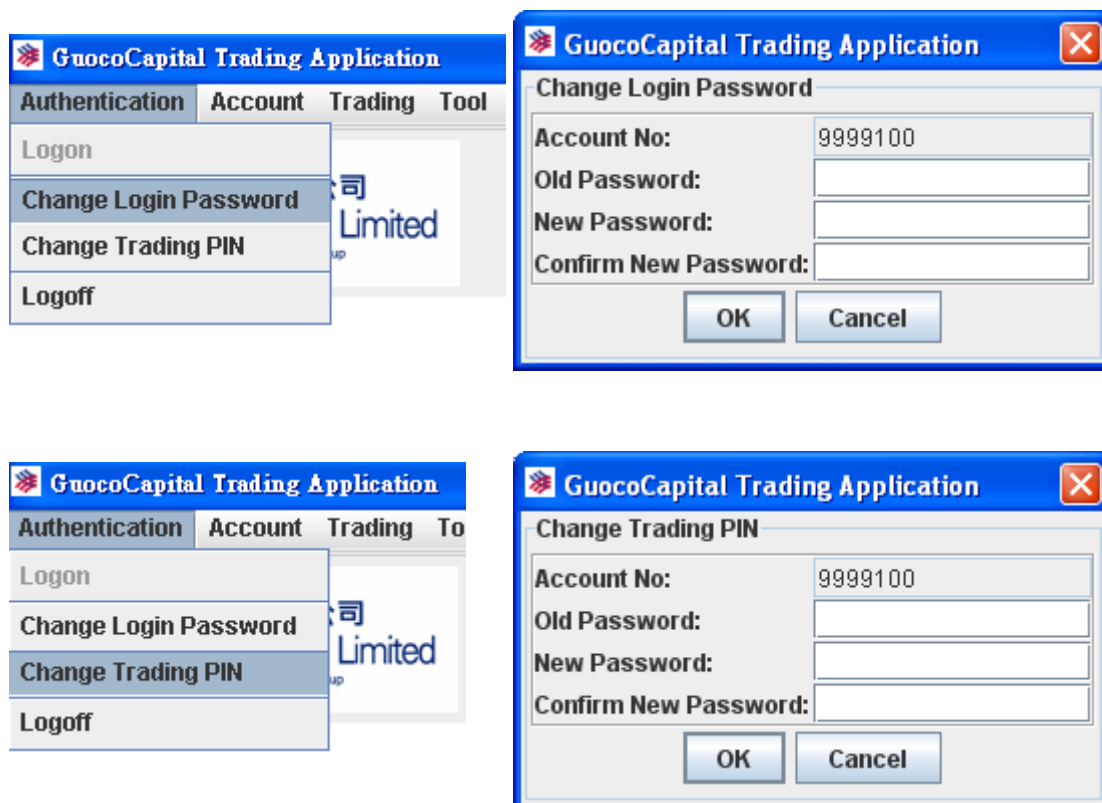
## Change Password / Pin

For the system security reason and protection on your privacy, clients are advised to change your password regularly.

Click "Authentication" via the menu item, then click "Change Login Password" to change the logon password or click "Change Trading Password" to change the trading password.

- (1) Old Password: Enter your current password.
- (2) New Password: Password should be formed of 6 numeric characters.
- (3) Confirm New Password: Re-enter the new password.

Then click "OK".

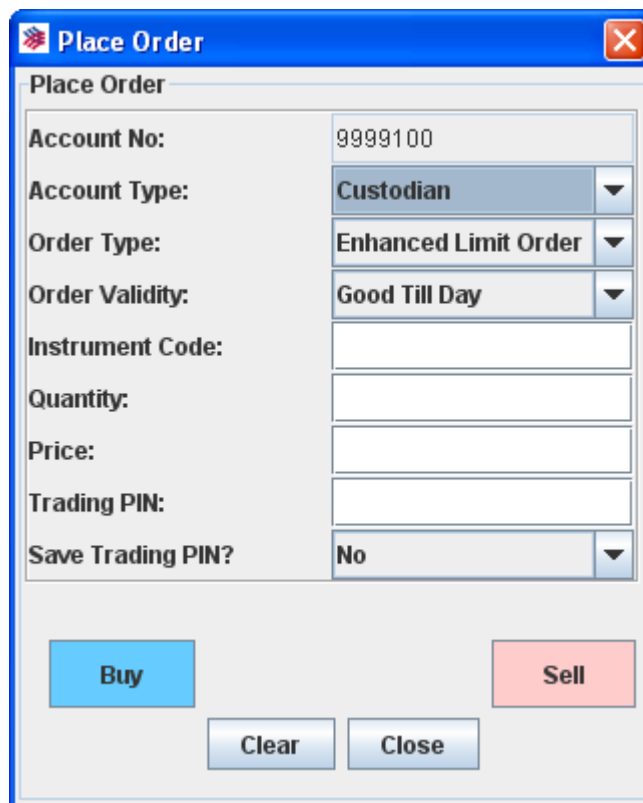


## Place Order

Click "Trading" via the menu item, then click "Place Order" to open the order-placing window.



Choose your "Account Type", "Order Type", then enter the "Instrument Code", "Quantity" and "Price", enter your trading password and choose "Buy" or "Sell", lastly press "OK" to confirm placing the order.



The 'Place Order' dialog box contains the following fields and options:

- Account No: 9999100
- Account Type: Custodian (dropdown)
- Order Type: Enhanced Limit Order (dropdown)
- Order Validity: Good Till Day (dropdown)
- Instrument Code: (text input)
- Quantity: (text input)
- Price: (text input)
- Trading PIN: (text input)
- Save Trading PIN?: No (dropdown)

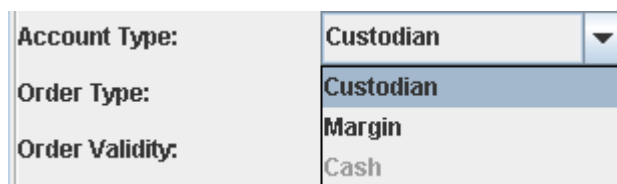
Buttons at the bottom: Buy (blue), Sell (red), Clear, Close.

Account Type:

Custodian - Account number starts with "U"

Margin - Account number starts with "M"

Cash - Account number starts with "C"



The screenshot shows a dropdown menu for 'Account Type' with the following options: Custodian, Margin, and Cash. The 'Custodian' option is currently selected.

Order Type:

Order Validity:	Limit Order
Instrument Code:	Enhanced Limit Order
Quantity:	Special Limit Order
	Auction Limit Order

#### At-auction Limit Order

An at-auction limit order is an order with a specified price and is entered during the Pre-opening session. An at-auction limit order with a specified price at or more competitive than the final IEP (in case of buying, the specified price is equal to or higher than the final IEP, or in case of selling, the specified price is equal to or lower than the final IEP) may be matched at the final IEP. Any unfilled at-auction limit orders will be converted into limit orders (still shown as AL under order type) and carried forward to the Continuous Trading Session provided that the specified price of that at-auction limit order does not deviate 9 times or more from the nominal price.

#### Limit Order

A limit order having a price equal to the best opposite orders will match with opposite orders at the best price queue residing in the System, one by one according to time priority.

#### Enhanced Limit Order

An enhanced limit order will allow matching of up to five price queues at a time. The ask order price can be input at four spreads lower than the current bid price, or the bid order price can be input at four spreads higher than the current ask price. Any unfilled quantity after matching will be stored in the System as a normal limit order at the input order price.

#### Special Limit Order

A special limit order has no restriction on the limit price with respect to the best price on the other side of the market. It will match up to five price queues (i.e. the best price queue and up to the fifth queue at four spreads away) as long as the traded price is not worse than the limit price input. Any unfilled quantity after matching will be cancelled and will not be stored in the System.

Default is “Enhanced Limit Order”

Order Validity: Default as “Good Till Day”.

Instrument Code: Enter the stock code here. If client wants to buy/sell HSBC, enter “5” in this field, or if client wants to buy/sell HUI XIAN REIT, enter “87001” in this field.

Price: Set the price to buy/sell in this field. If client wants to buy/sell at \$5 , enter “5” in this field, or if client wants to buy/sell at \$5.25, enter “5.25” in this field. Clients can be use the “+”/ “-“ key or “ ↑ ” / “ ↓ ” key to increase or decrease the price.

Quantity: If client wants to buy/sell 500 Shares, enter “500” in this field, or if client wants to buy/sell 1000 Shares, enter “1000” in this field. Clients can be use the “+”/ “-“ key or “ ↑ ” / “ ↓ ” key to increase or decrease the quantity. The quantity must be in multiple of board lot size of the selected stock. If client wants to buy/sell odd lot, please contact your account executive.

Save Trading PIN?:

Save Trading PIN?	No
<input type="button" value="Buy"/>	Yes
	No

No - If client chooses “No”, the trading password will NOT be saved, and client needs to re-enter the trading password next time.

Yes - If client chooses “Yes”, the trading password will be saved, and client doesn’t need to re-enter the trading password next time.

Default is “No”

## Current Orders

Click “Trading” via the menu item, then click “Current Order” to review the order status with details of today’s order.



**Current Orders**

Account No: 9999100  
 Account Type: All  
 Status: All  
 Sorting Order: Order No

Sequence	Account Type	Order No	Buy / Sell	Stock Code	Currency	Ordered Qu...	Ordered Pri...	Order Type	Status	Amendmen...
1	Custodian	1730861	Sell	03988	HKD	1,000	4.000	Enhanced ...	Unprocess...	Cancelling
2	Custodian	1730862	Buy	03988	HKD	1,000	4.000	Enhanced ...	Unprocess...	Changing
3	Custodian	1730863	Buy	03988	HKD	1,000	4.300	Enhanced ...	Unprocess...	
4	Custodian	1730864	Sell	03988	HKD	1,000	4.300	Enhanced ...	Unprocess...	
5	Custodian	1730871	Buy	00001	HKD	4,000	0.300	Enhanced ...	Unprocess...	Changing
6	Custodian	1730878	Buy	01288	HKD	1,000	3.000	Enhanced ...	Unprocess...	Cancelling
7	Custodian	1730880	Buy	00939	HKD	10,000	5.000	Special Li...	Unprocess...	
8	Custodian	1730881	Sell	00005	HKD	400	85.000	Enhanced ...	Unprocess...	
9	Custodian	1730882	Sell	00004	HKD	1,000	60.000	Limit Order	Unprocess...	
10	Custodian	1730883	Sell	00001	HKD	1,000	126.500	Enhanced ...	Unprocess...	
11	Custodian	1730885	Buy	01288	HKD	100	1.000	Enhanced ...	Unprocess...	Cancelling
12	Custodian	1730886	Buy	00001	HKD	1,000	80.000	Enhanced ...	Unprocess...	
13	Custodian	1730888	Buy	00005	HKD	400	70.000	Enhanced ...	Unprocess...	Cancelling
14	Custodian	1730890	Buy	00005	HKD	400	70.000	Limit Order	Unprocess...	
15	Custodian	1730891	Buy	00005	HKD	800	60.000	Special Li...	Unprocess...	
16	Custodian	1730892	Sell	00005	HKD	400	82.300	Enhanced ...	Unprocess...	
17	Custodian	1730893	Sell	00001	HKD	400	126.500	Enhanced ...	Unprocess...	
18	Custodian	1730894	Sell	00002	HKD	233	63.900	Enhanced ...	Executed	
19	Custodian	1730895	Sell	00005	HKD	1	82.300	Enhanced ...	Unprocess...	Cancelling
20	Custodian	1730898	Buy	00001	HKD	1,000	5.000	Enhanced ...	Unprocess...	
21	Custodian	1730900	Sell	00001	HKD	1,000	10.000	Enhanced ...	Unprocess...	

**Important Note:** The instruction(s) in red is/are received when market is closed. After credit checking, instruction(s) will be processed when market opens.

Refresh Close  Auto Refresh 10 Seconds

Client can choose to view different order status, which can be filtered by

- All
- Executed
- Partially Executed
- Unprocessed
- Cancelled/Rejected

Client can also choose to sort by following order

- Order No
- Stock Code
- Order Time

Client can right click the mouse at the order to enquire and choose to perform the following functions,

- Order Details
- Order Amendment History
- Execution Details
- Amend Order
- Cancel Order

Current Orders							
Current Orders							
Account No:							
Account Type:							
Status:							
Sorting Order:							
Sequence	Account Type	Order No	Buy / Sell	Stock Code	Currency	Ordered Qu.	Ordered
1	Custodian	1730861	Sell	03988	HKD	1,000	4
2	Custodian	1730862	Buy	03988	HKD	1,000	4
3	Custodian	1730863	Buy	03988	HKD	1,000	4
4	Custodian	1730864	Sell	00001	HKD	4,000	0
5	Custodian	1730871	Buy	01288	HKD	1,000	3
6	Custodian	1730878	Buy	01288	HKD	1,000	3
7	Custodian	1730880	Buy	00939	HKD	10,000	5

Current Orders					
Current Orders					
Account No:					
Account Type:					
Status:					
Sorting Order:					
Sequence	Account Type	Order No	Buy / Sell	Stock Code	Currency
1	Custodian	1730861	Sell	03988	HKD
2	Custodian	1730862	Buy	03988	HKD
3	Custodian	1730863	Buy		
4	Custodian	1730864	Sell		
5	Custodian	1730871	Buy		
6	Custodian	1730878	Buy		
7	Custodian	1730880	Buy		
8	Custodian	1730881	Sell		
9	Custodian	1730882	Sell		
10	Custodian	1730883	Sell		
11	Custodian	1730885	Buy	01288	HKD

- Order Details
- Order Amendment History
- Order Execution Breakdown
- Amend Order
- Cancel Order

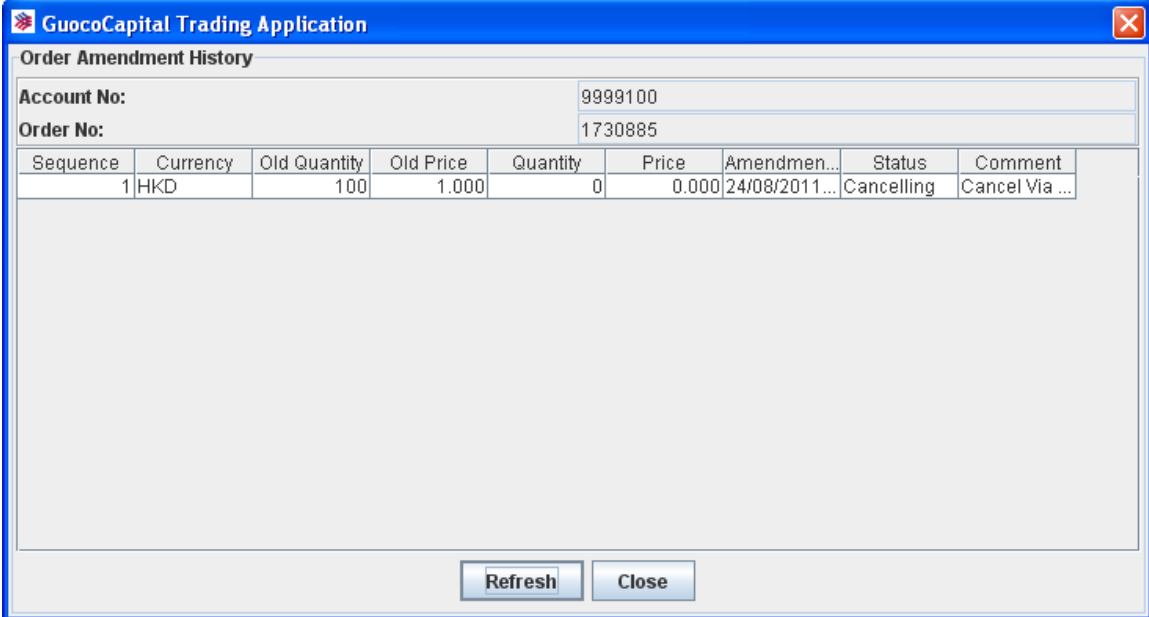
### Order Details

Client can view the order details such as brokerage fee, transaction levy, stamp duty etc.

GuocoCapital Trading Application			
Order Details			
Account No:	9999100		
Order No:	1730894		
Account Type:	Custodian	Stock Code:	00002
Currency:	HKD	Buy / Sell:	Sell
Ordered Quantity:	233	O/S Quantity:	0
Executed Quantity:	233	Ordered Price:	63.900
Executed Price:	63.900	Order Type:	Enhanced Limit Order
Status:	Executed	Amendment Status:	
Order Date Time:	24/08/2011 15:55:22	Order Validity:	Good Till Day
Stock English Name:	CLP HOLDINGS	Stock Chinese Name:	中電控股
Dealer Comment:			
Has Execution Breakdown	Yes	Has Amendment History	No
Consideration:	14,888.70	Can Be Amended / Cancelled	No
Investor Compensation Levy:	0.00	Transaction Levy:	0.45
Stamp Duty:	15.00	Trading Fee:	0.74
Brokerage:	50.00	Clearing Fee:	3.00
		Transaction Amount:	14,957.89

### Order Amendment History

If amendment has been made, client can check the amendment details such as new/old price, new/old quantity, amendment time, status etc.



**GuocoCapital Trading Application**

**Order Amendment History**

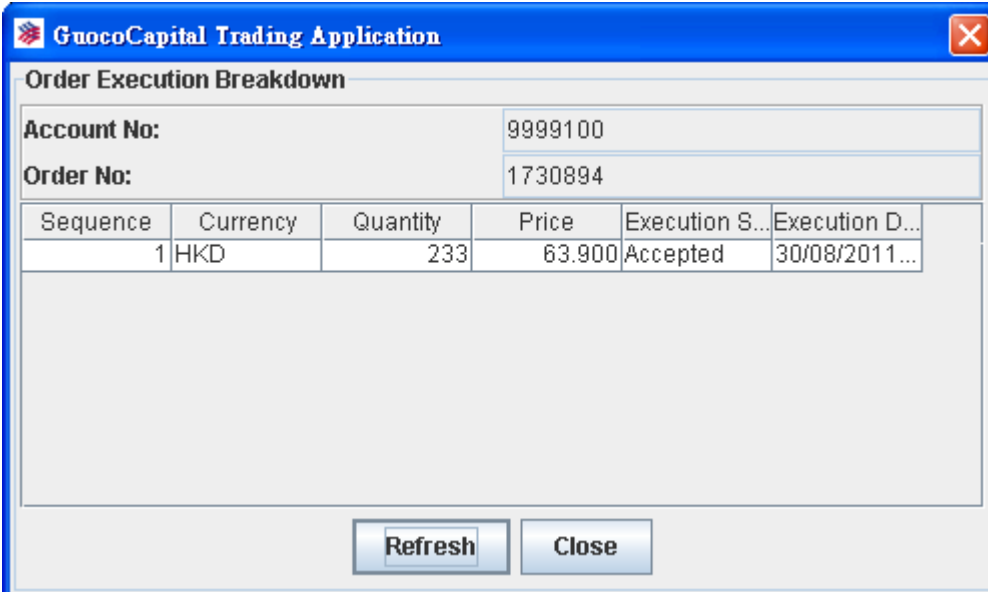
Account No: 9999100  
 Order No: 1730885

Sequence	Currency	Old Quantity	Old Price	Quantity	Price	Amendmen...	Status	Comment
1	HKD	100	1.000	0	0.000	24/08/2011...	Cancelling	Cancel Via ...

Refresh Close

### Execution Details

Client can check the execution details such as quantity, price, status, execution time etc.



**GuocoCapital Trading Application**

**Order Execution Breakdown**

Account No: 9999100  
 Order No: 1730894

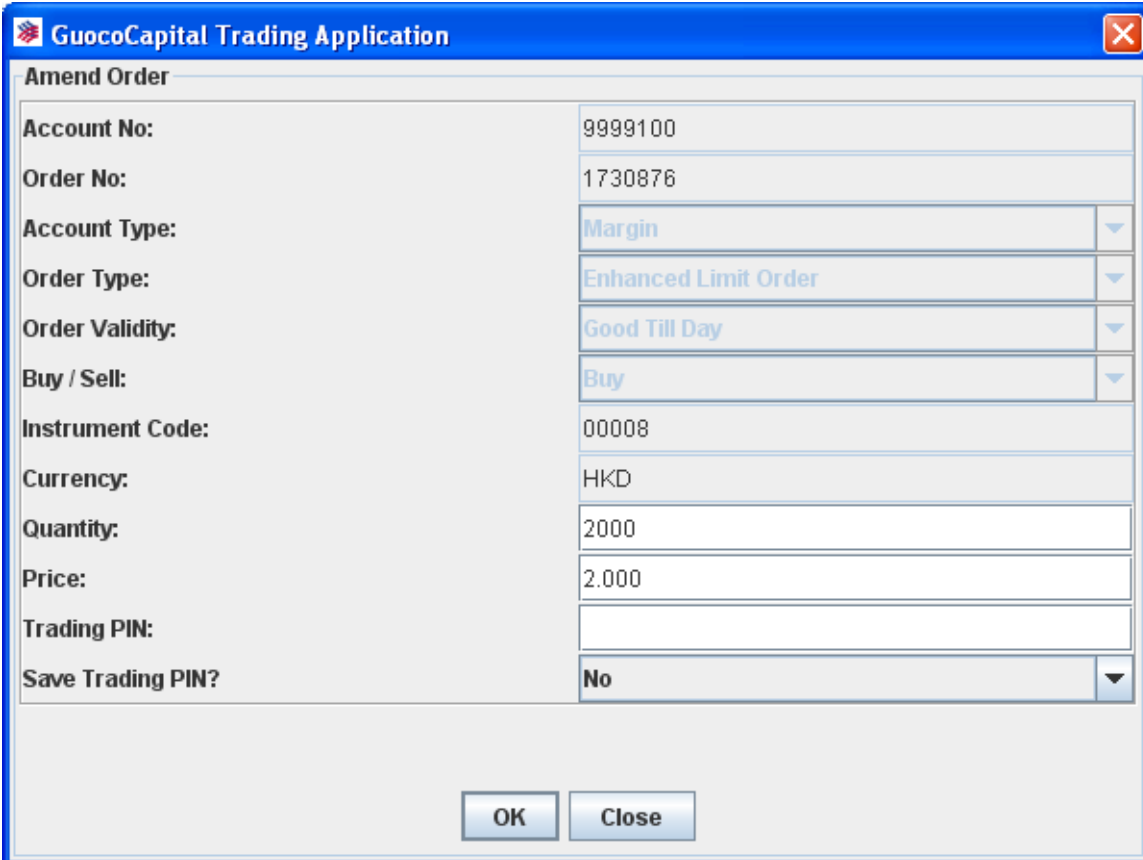
Sequence	Currency	Quantity	Price	Execution S...	Execution D...
1	HKD	233	63.900	Accepted	30/08/2011...

Refresh Close

Amend Order

Client can amend the price and quantity of the in-progress order.

If client want to amend the order during the lunch break of the trading hours, in order to avoid the execution of the existing order, client should cancel the existing order before entering the new order at 1: 00pm-1: 30pm.



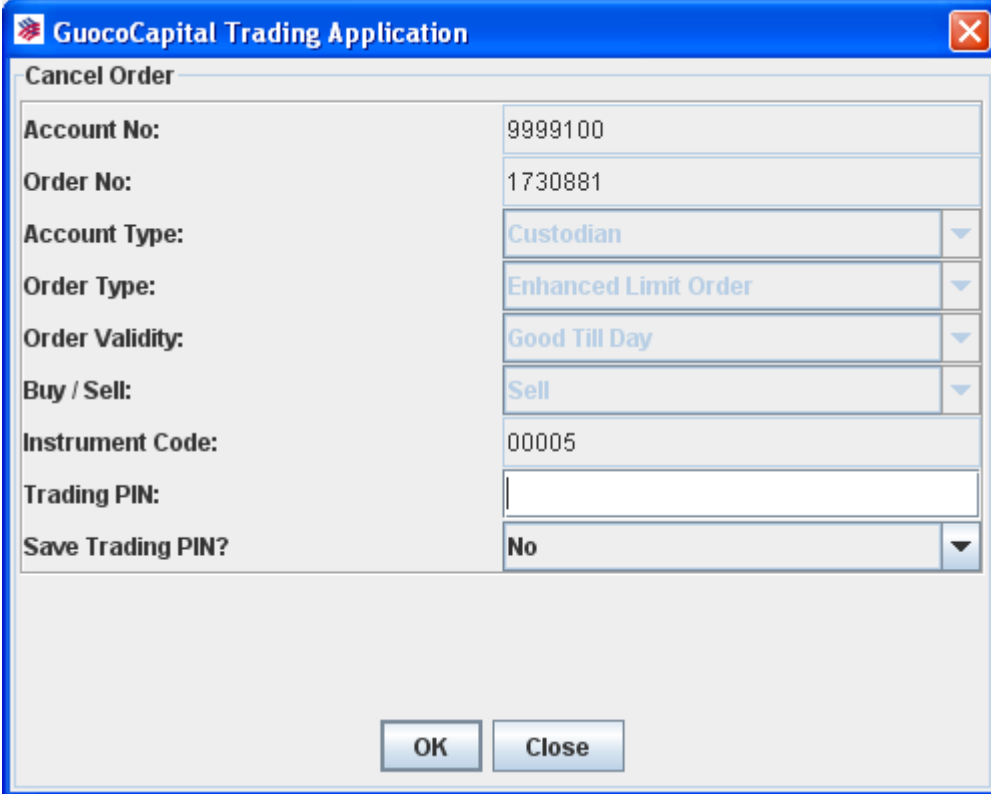
The screenshot shows a window titled "GuocoCapital Trading Application" with a sub-header "Amend Order". The window contains a form with the following fields and values:

Account No:	9999100
Order No:	1730876
Account Type:	Margin
Order Type:	Enhanced Limit Order
Order Validity:	Good Till Day
Buy / Sell:	Buy
Instrument Code:	00008
Currency:	HKD
Quantity:	2000
Price:	2.000
Trading PIN:	
Save Trading PIN?	No

At the bottom of the window, there are two buttons: "OK" and "Close".

### Cancel order

For the order being queued, client can also cancel the order during lunch break of trading hours.



Cancel Order	
Account No:	9999100
Order No:	1730881
Account Type:	Custodian
Order Type:	Enhanced Limit Order
Order Validity:	Good Till Day
Buy / Sell:	Sell
Instrument Code:	00005
Trading PIN:	
Save Trading PIN?	No

OK Close

### Current Cash Position

For checking current cash position, client can click “Account” via the menu item, then click “Account balance”.



Client can view the projected balance, opening balance and available margin for different account type.

Account Type	Currency	Projected Balance	Opening Balance	Available Margin
Custodian	HKD	4,298,428.64	9,998,738.50	0.00
Custodian	CNY	98,998,827.56	100,020,000.00	0.00
Margin	HKD	-5,133,042.49		0.00

### Current Stock Position

For checking current stock position, client can click “Account” via the menu item, then click “Stock balance”.



Client can check the stock balance and their value for different t account type.

	Instrument	Currency	English Na...	Chinese Na...	Quantity	Last Price	Market Value	Suspended	Delisted	Account Type
SELL	00004	HKD	WHARF H...	九龍倉集團	8,250	57.700	476,025.00	No	No	Custodian
SELL	00005	HKD	HSBC HOL...	匯豐控股	3,599	82.300	296,197.70	No	No	Custodian

### Save Preference / Restore Preference

To save your own screen setting by your preference, click “Tool” via menu item, then click “Save Preference”.

Client can also click “Restore Preference” to restore from the last “saved” screen setting.



### Auto Refresh

To activate the auto refresh setting, click “Tool” via the menu item, then click “Auto Refresh”.

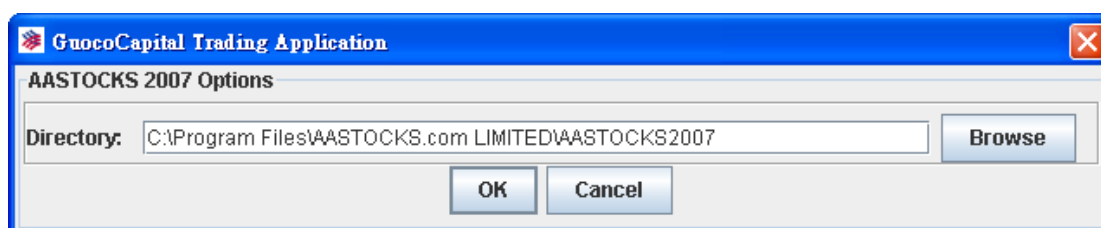


### Start AASTocks Real-Time Streaming Quotes

For client who have already applied for AASTocks Real-Time Streaming Quotes, click “Tool” via the menu item, then click “Start AASTOCKS 2007” to open the Real-Time Streaming Quotes window.

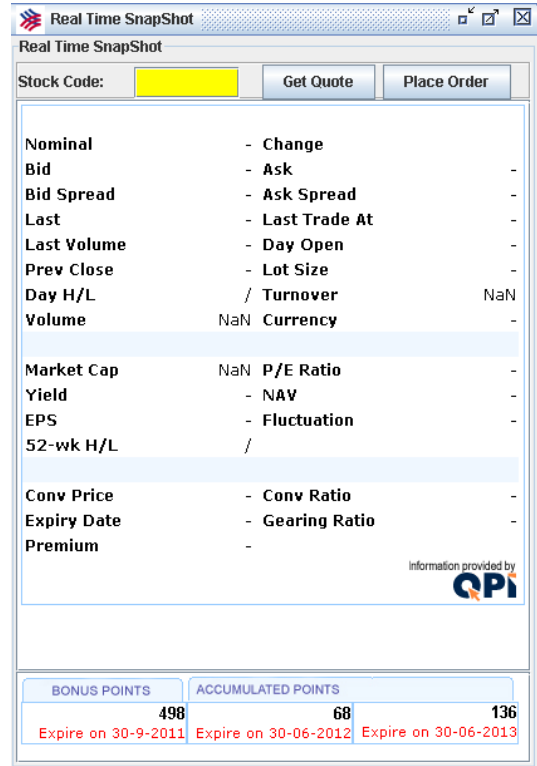


User should choose the installation path of AASTOCKS 2007 at the first time to run the Real-Time Streaming Quotes.



## Real-Time Snapshot

Click "Tool" via the menu item, then click "Real-Time Snapshot" to open the quotes windows, enter the "Stock Code", then press "Get Quote" to view the Real-Time Snapshot quote.



## Logoff

Click "Authentication" via the menu item, then click "Logoff", and press "OK" in the confirmation box to logoff the application.

