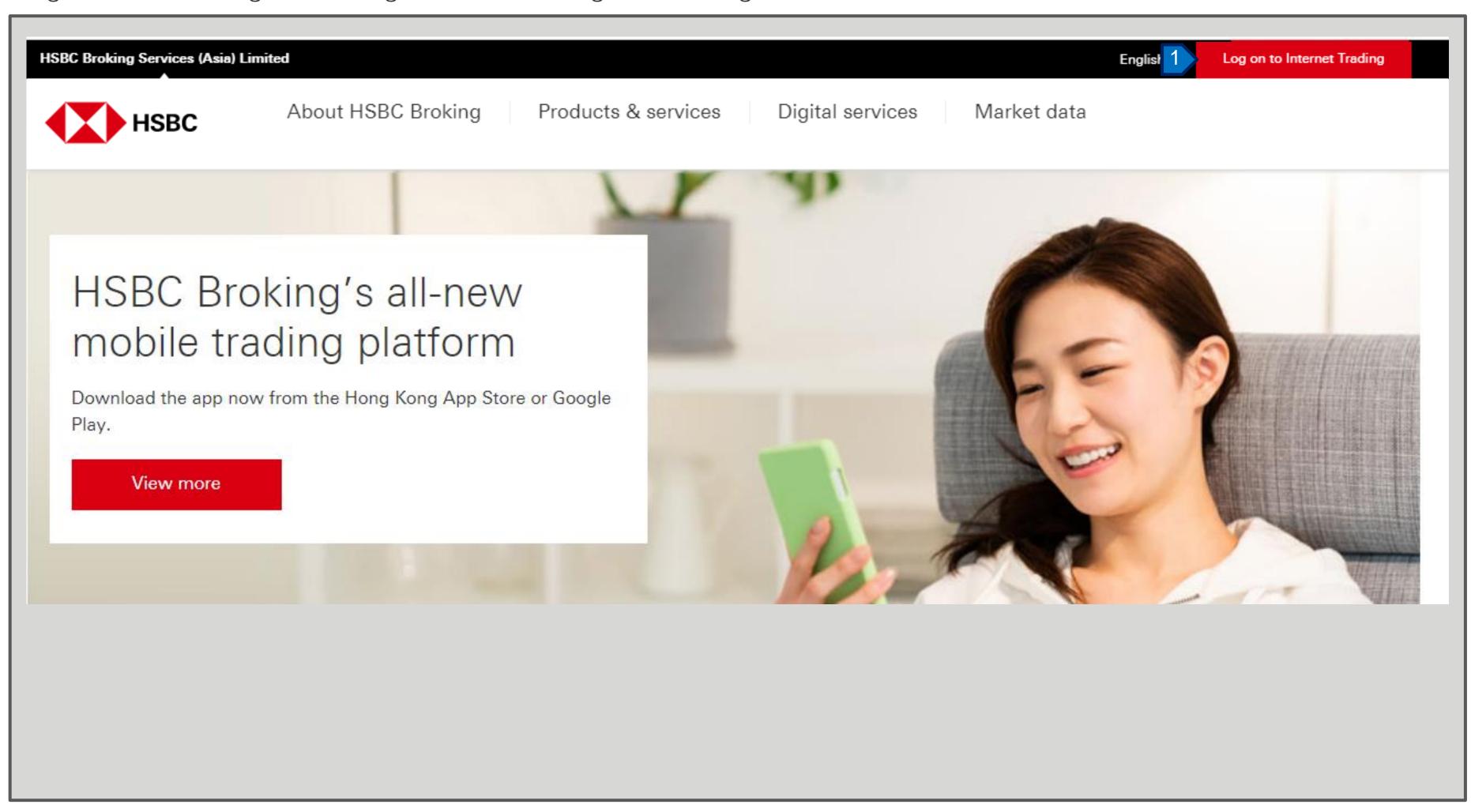


Table of content

Registration or Log On Registration for Digital Trading Services Log On to Online Trading	03 06
Trading or Stock Tracking Related Portfolio Tracking Stock Quote Order Placement Order Status Order Amendment Order Cancellation Market Data Research Report	09 10 13 16 18 20 22 23
IPO Applications and Corporate Events IPO Application Placement IPO Application Amendment and Cancellation Corporate Event Election and Amendment	24 29 34
Account Details and Services Account Balance Transaction history Account Information Fund your account with Hong Kong Dollar currency and Fund your account with Foreign currency Change logon password and Change second password for dual-password logon Activate security device Preferences	39 40 41 42 43 44 45
Others Email and Notice Log Off	46 48



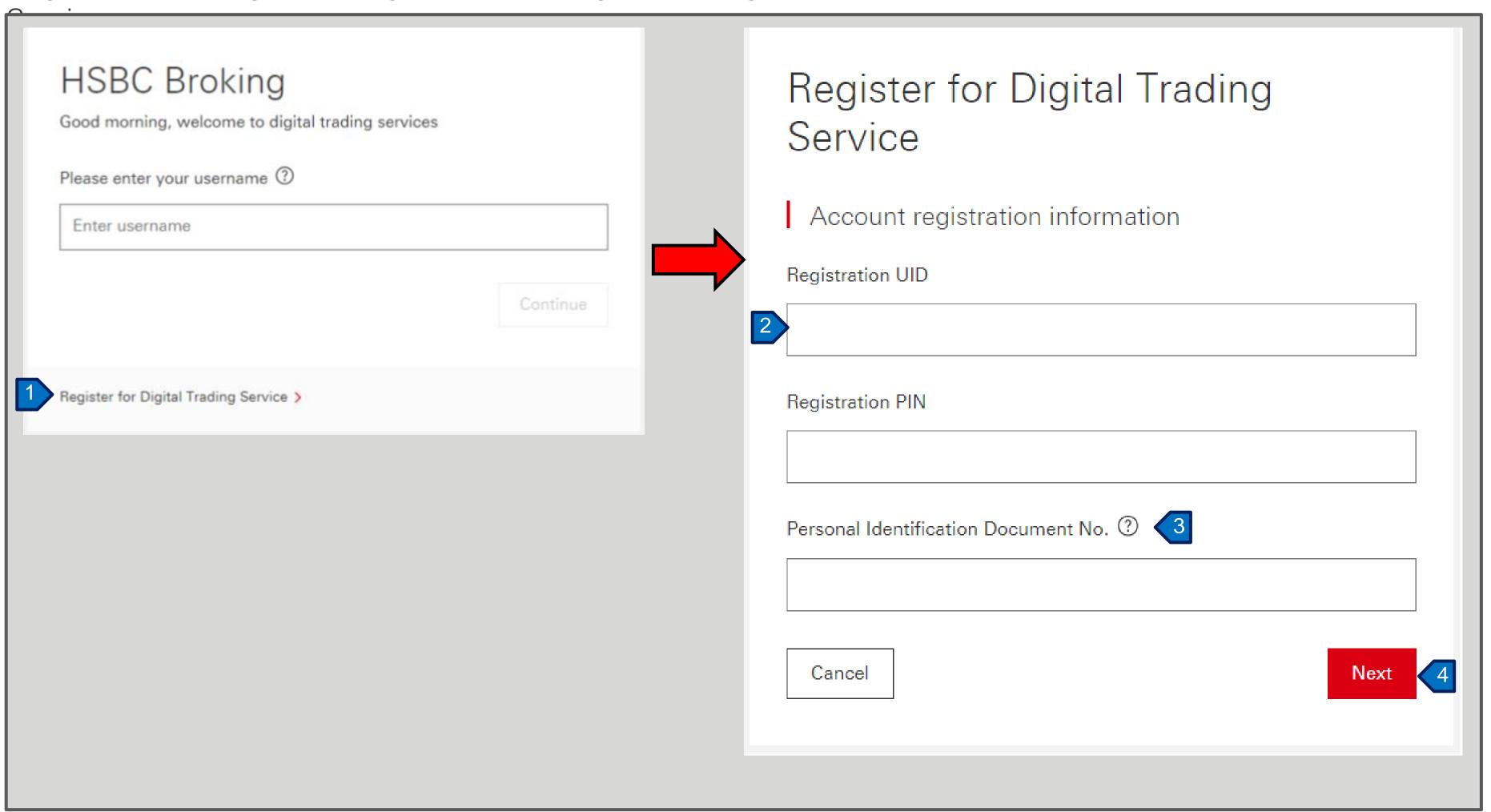
Registration or Log On > Registration for Digital Trading



1. Click "Internet Trading".



Registration or Log On > Registration for Digital Trading

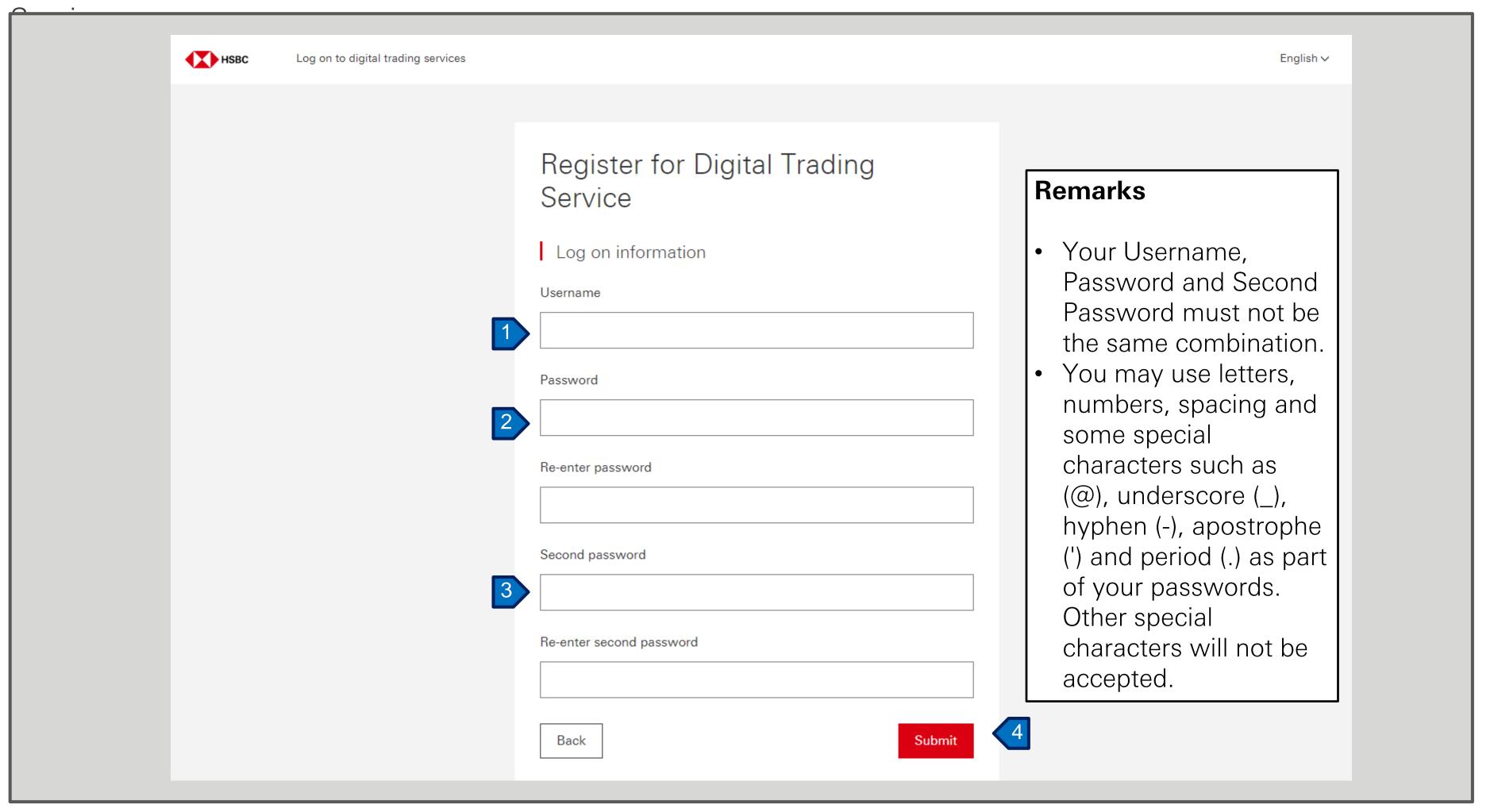


After you have received the Registration UID and Registration PIN from us, you may follow the following steps to complete the registration:

- 1. Click "Register for Digital Trading Services".
- 2. Enter your Registration UID, Registration PIN and registered Personal ID No. .
- 3. If you are not certain about which Personal ID No. should be entered, you may click the "?" for detailed guide.
- 4. After all fields are correctly filled, you may click "Next".



Registration or Log On > Registration for Digital Trading



You will then be able to setup your account username and passwords.

- 1. Create your own username.
- 2. Create your password.
- 3. Create your second password.
- 4. Click "Submit" to complete the registration.

Please follow the parameters below when creating your own username and passwords.

Username

Length: 5 – 76 characters (Letters or numbers only)

Password

5

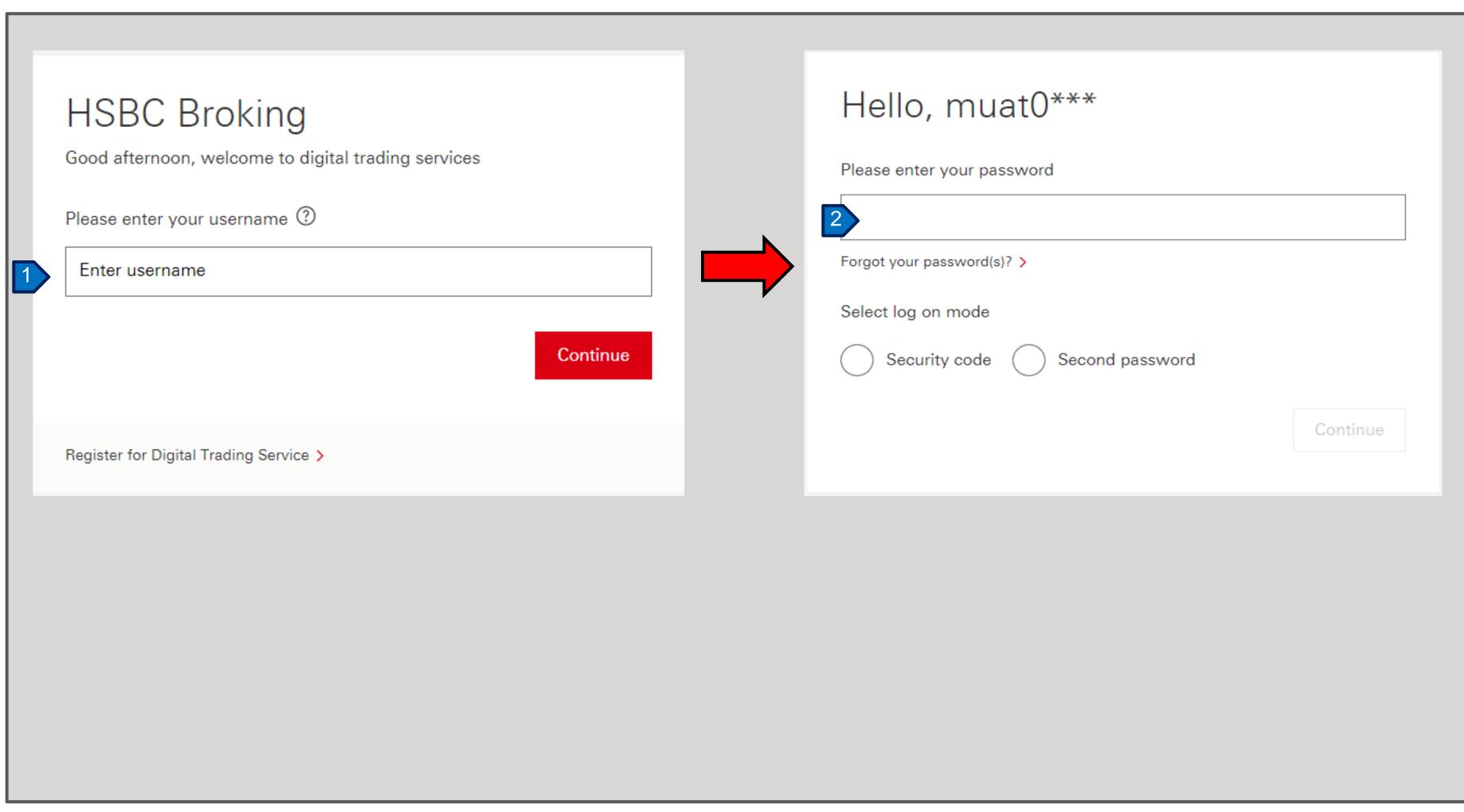
Length: 6 – 30 characters

Second Password

Length: 8 – 30 characters



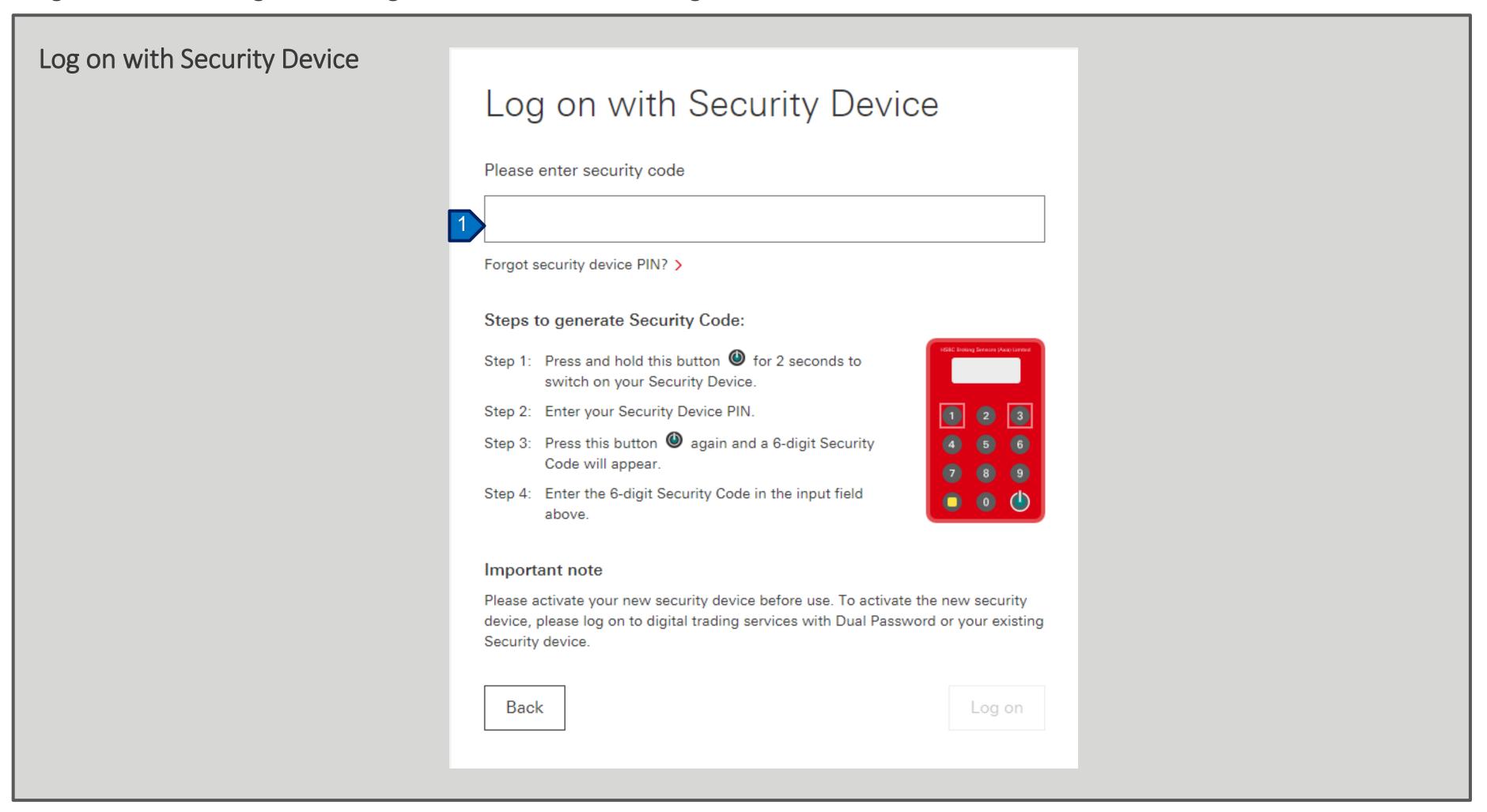
Registration or Log On > Log On to Internet Trading



- 1. Enter your username and click "Continue".
- 2. Enter your first password here, and then select log on mode.



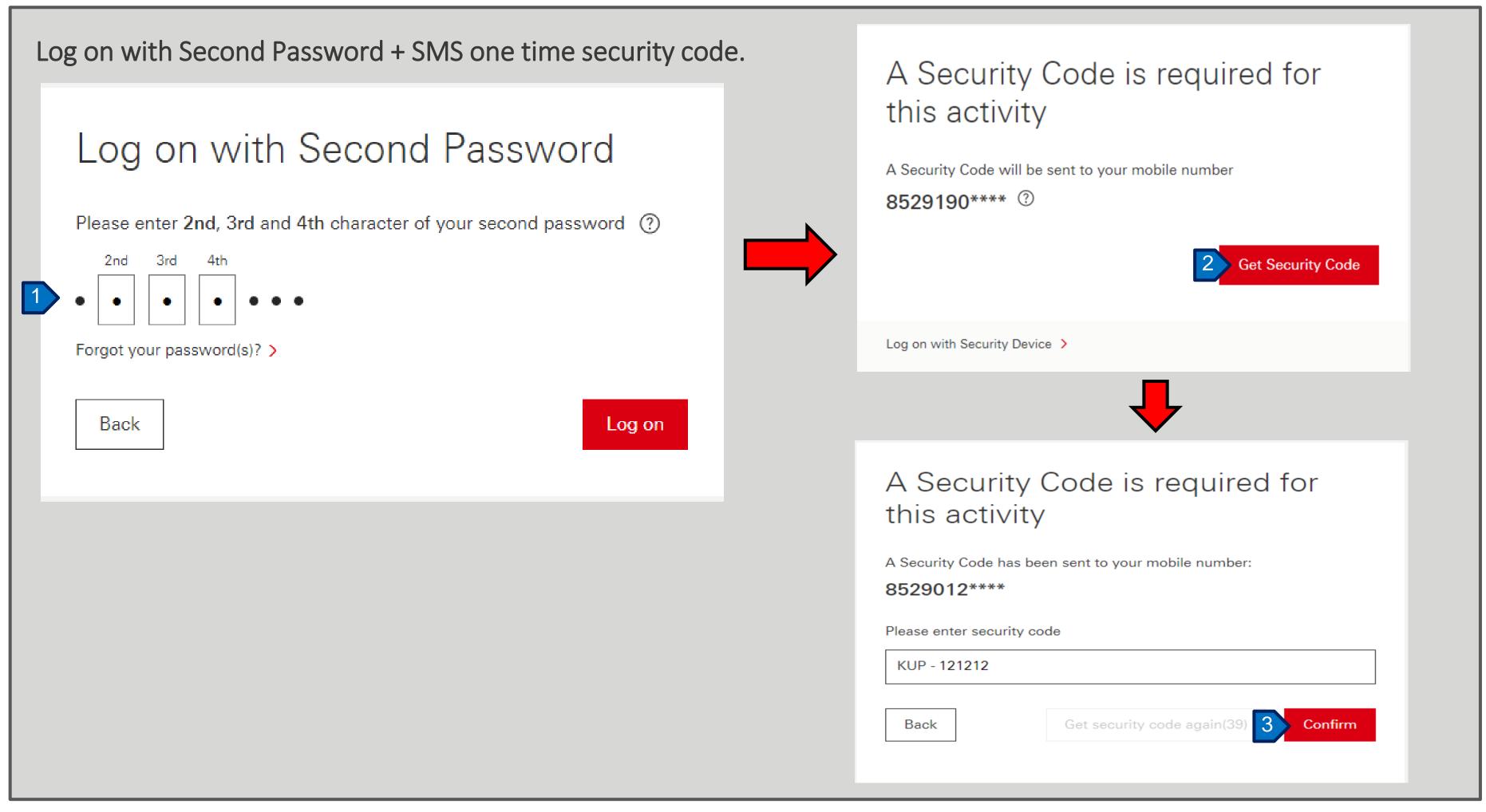
Registration or Log On > Log On to Internet Trading



1. If you have selected to log on with Security Device, you may follow the steps on screen and enter the 6-digit security code generated by your security device to log on.



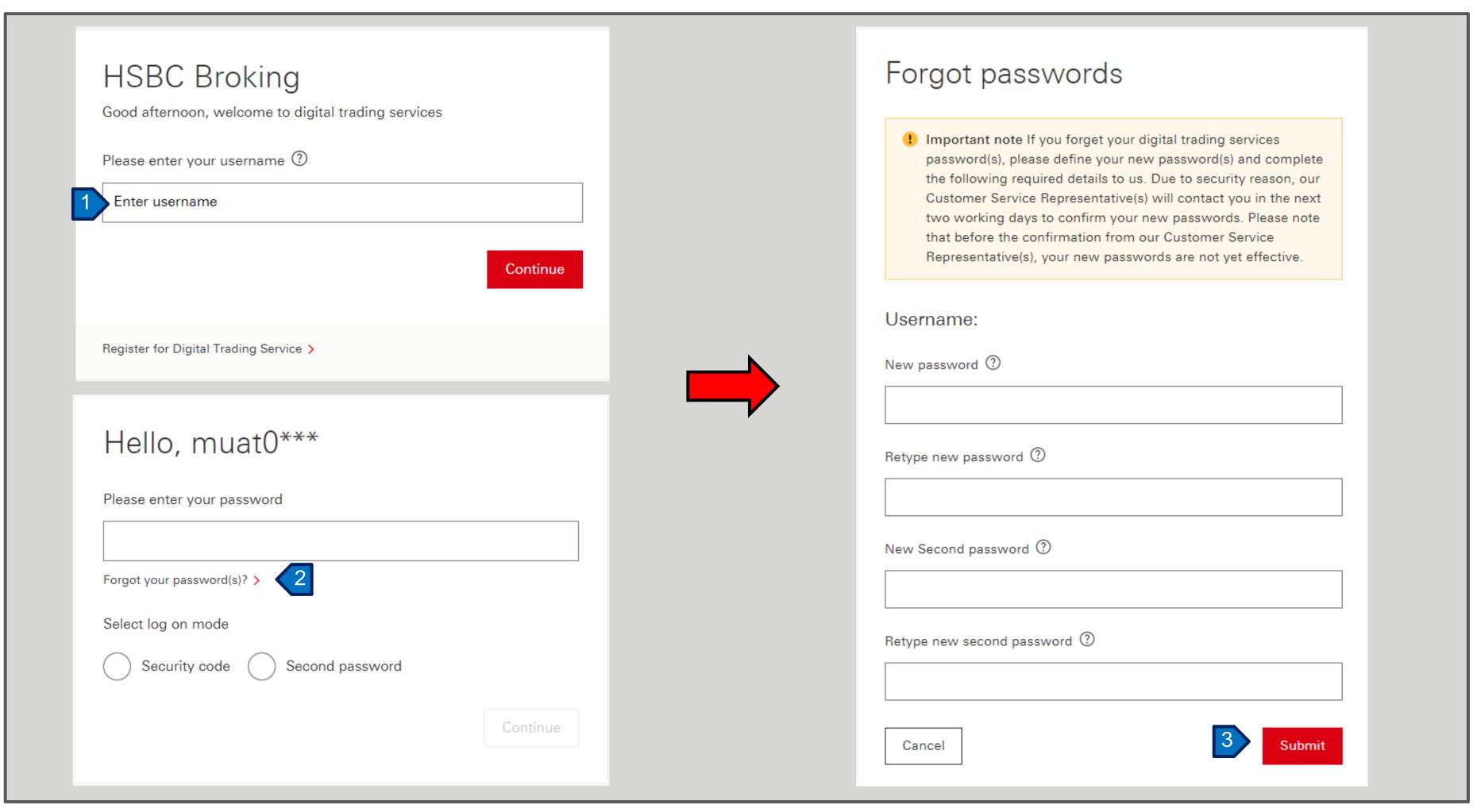
Registration or Log On > Log On to Internet Trading



- 1. If you have selected to log on with Second Password and SMS one time security code. You may follow the instruction on screen and enter the corresponding characters of your second password as required then click "Log on".
- 2. Click "Get Security Code" and check your mobile phone for an SMS with a one time security code.
- 3. Enter the one time security code and click "Confirm" to log on.



Registration or Log On > Log On to Internet Trading

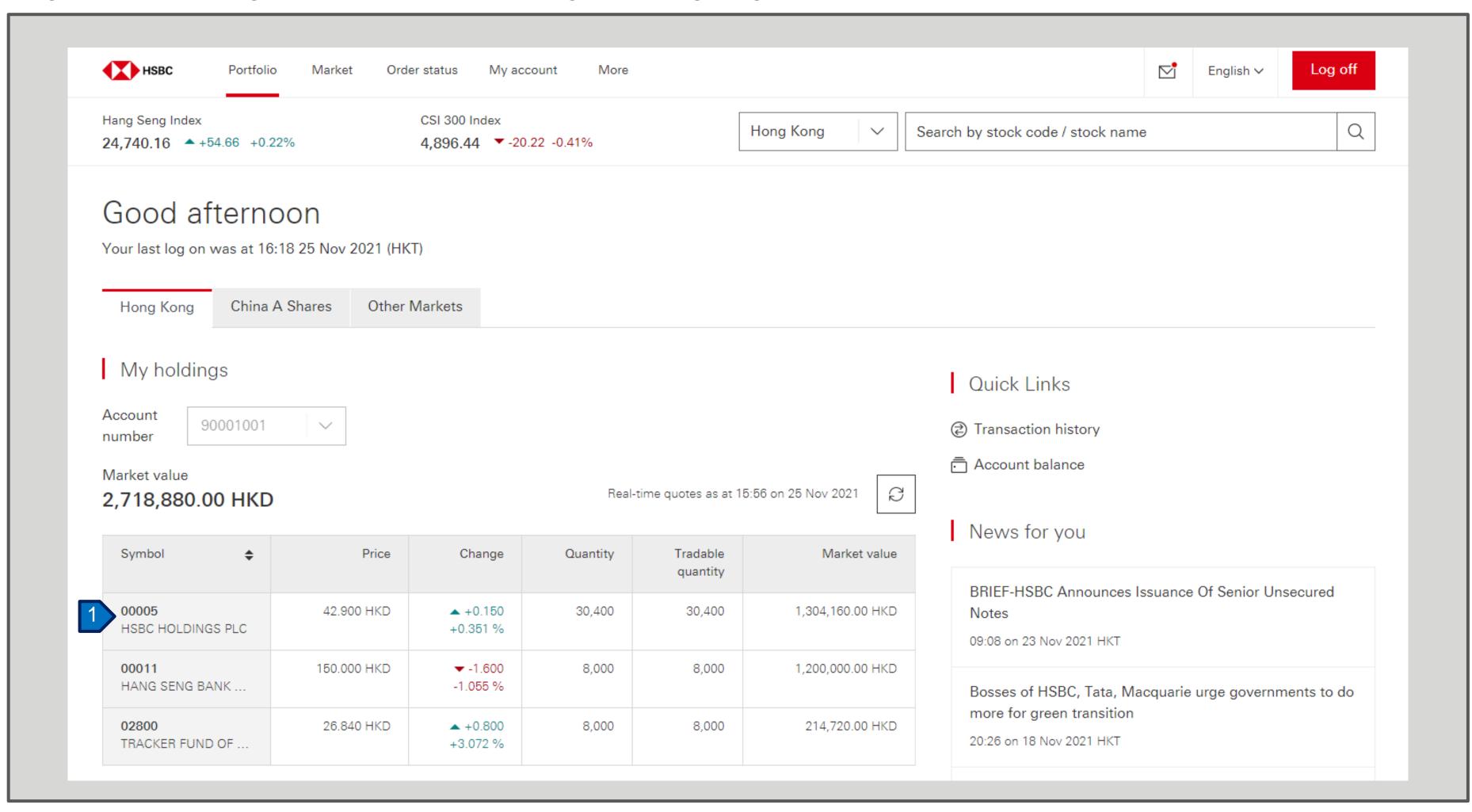


If you forgot your password, you may follow the steps to raise a password reset request. Our customer representative will contact you in two working days.

- 1. Enter your username and click "Continue".
- 2. Click "Forgot your password(s)?".
 - . Fill all fields and click "Submit".



Registration or Log On > Portfolio Tracking (Landing Page)



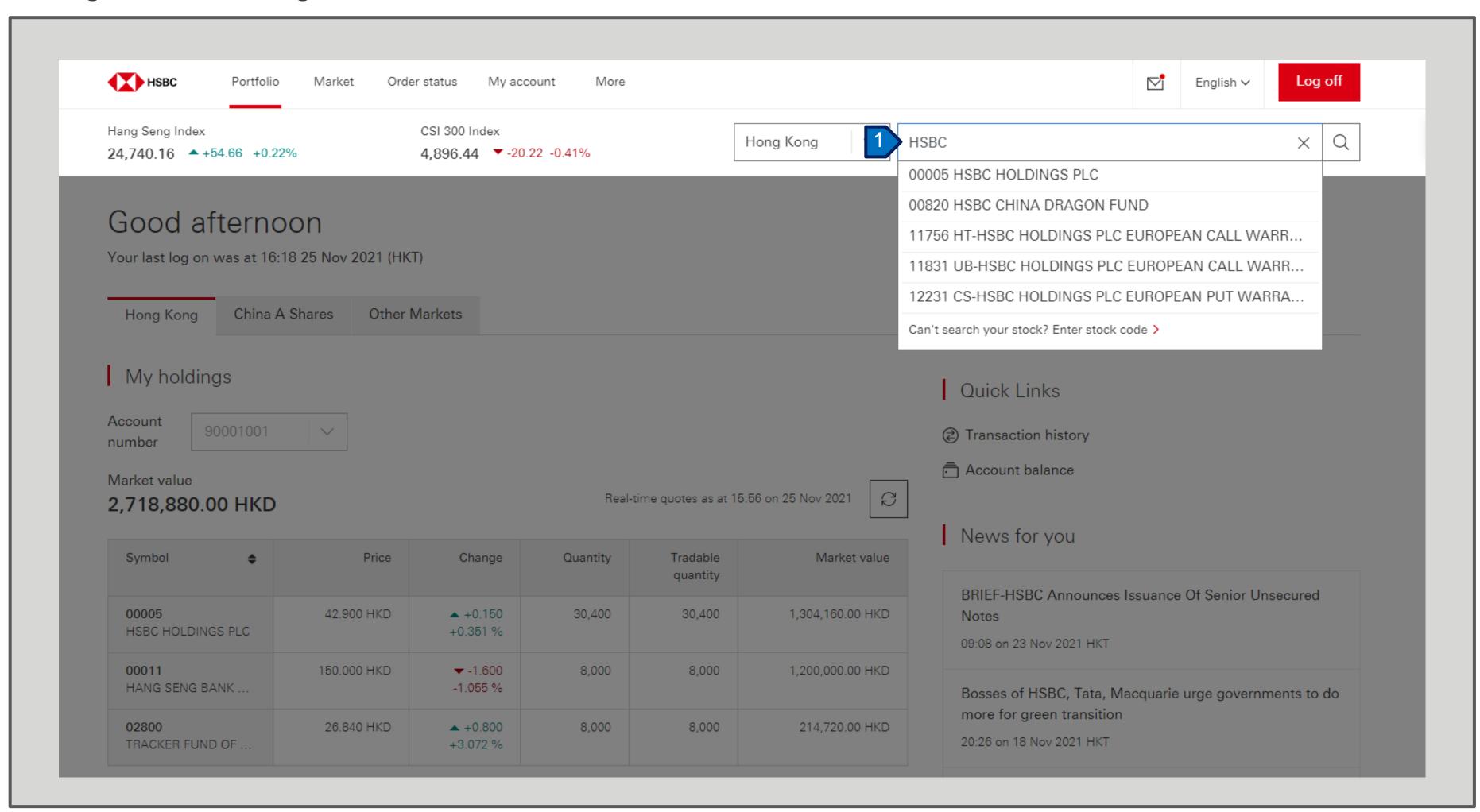
After you have successfully logged on the Internet Trading service, you will able to see this landing page-where you can track your portfolio.

1. You can find information about your holdings including current price, daily changes and market value etc.

You can always return to this page by pressing the "Portfolio" tab on the top menu.



Trading or Stock Tracking Related > Stock Quote



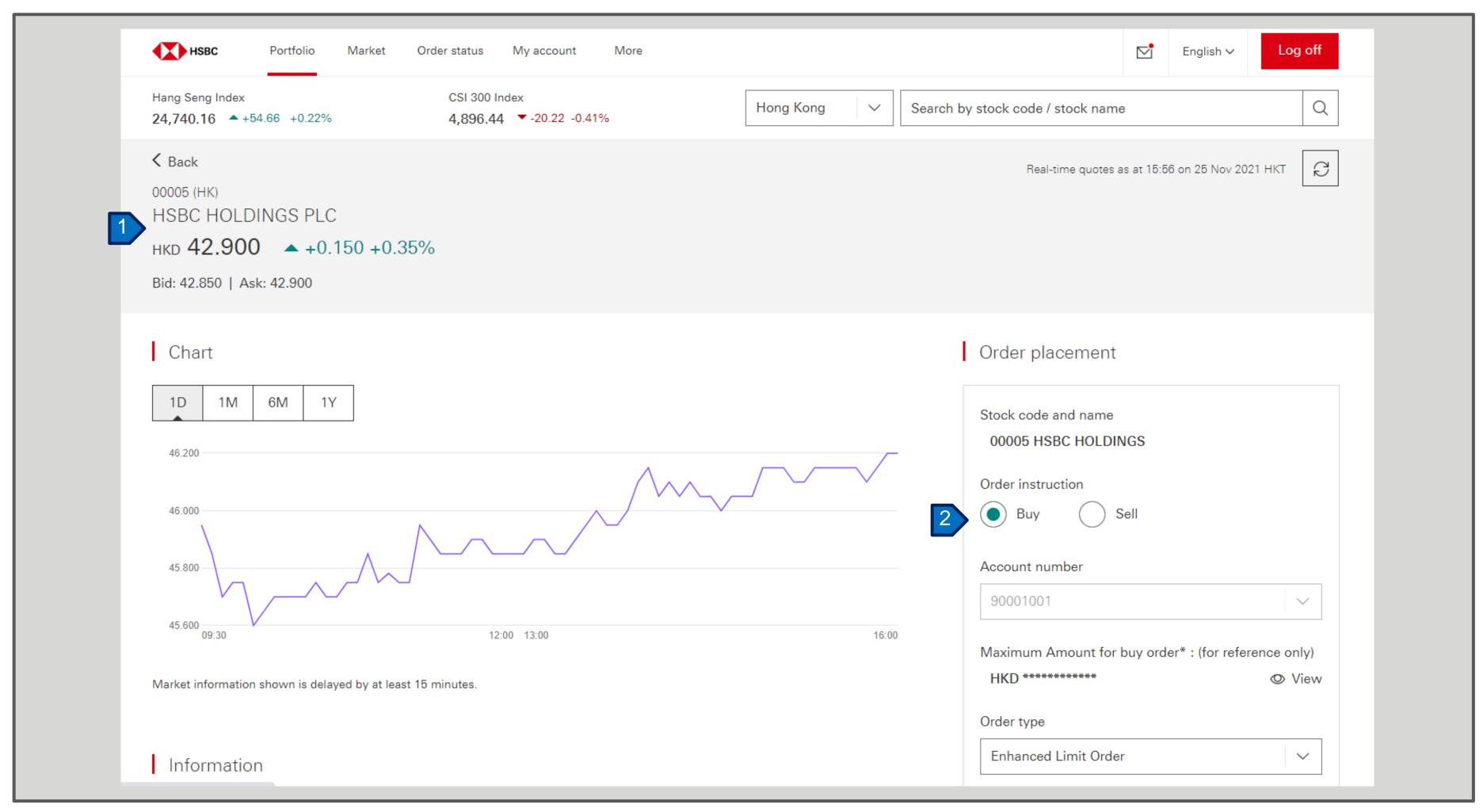
You can get a stock quote with price and other information.

 Enter a stock code or stock name, then the result from predictive search will be displayed. Click the stock you want to access the information.

This feature is available in all pages of Internet Trading, you can find it next to the magnifier on the top right hand corner.



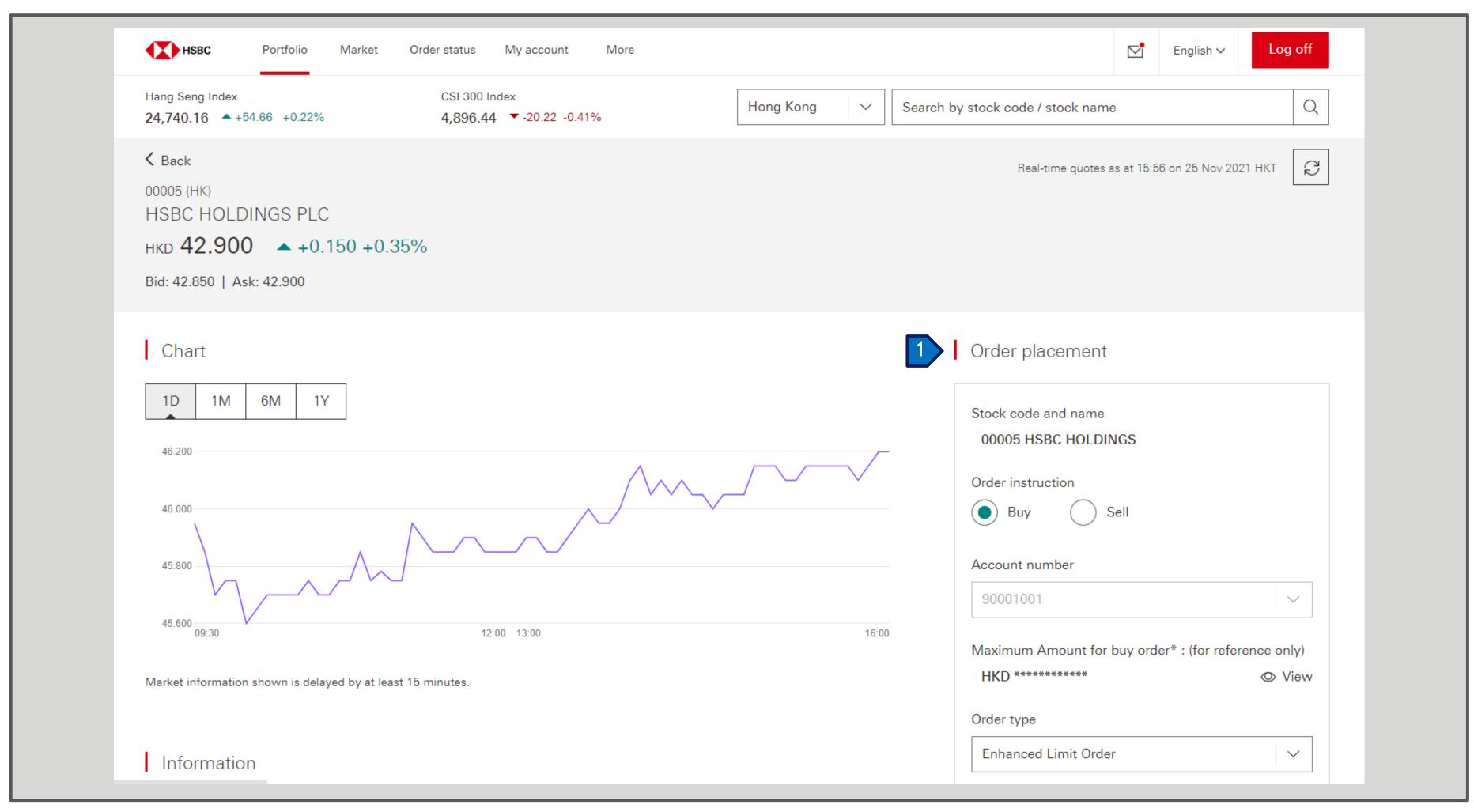
Trading or Stock Tracking Related > Stock Quote



- 1. You should then be able to view the quote.
- 2. You can also place order here.



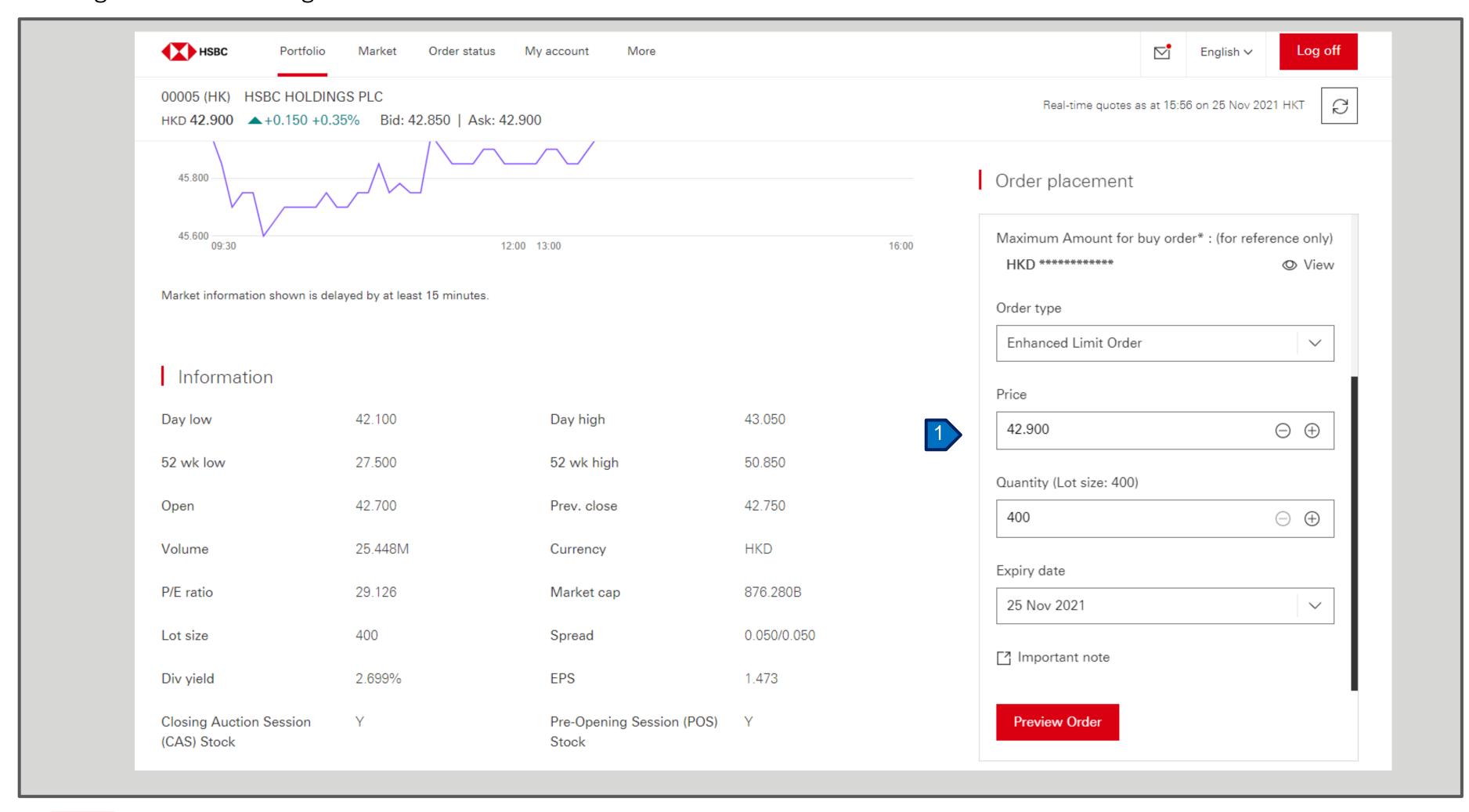
Trading or Stock Tracking Related > Order Placement



1. On the stock quote page, click "Buy" or "Sell" for your order instruction.



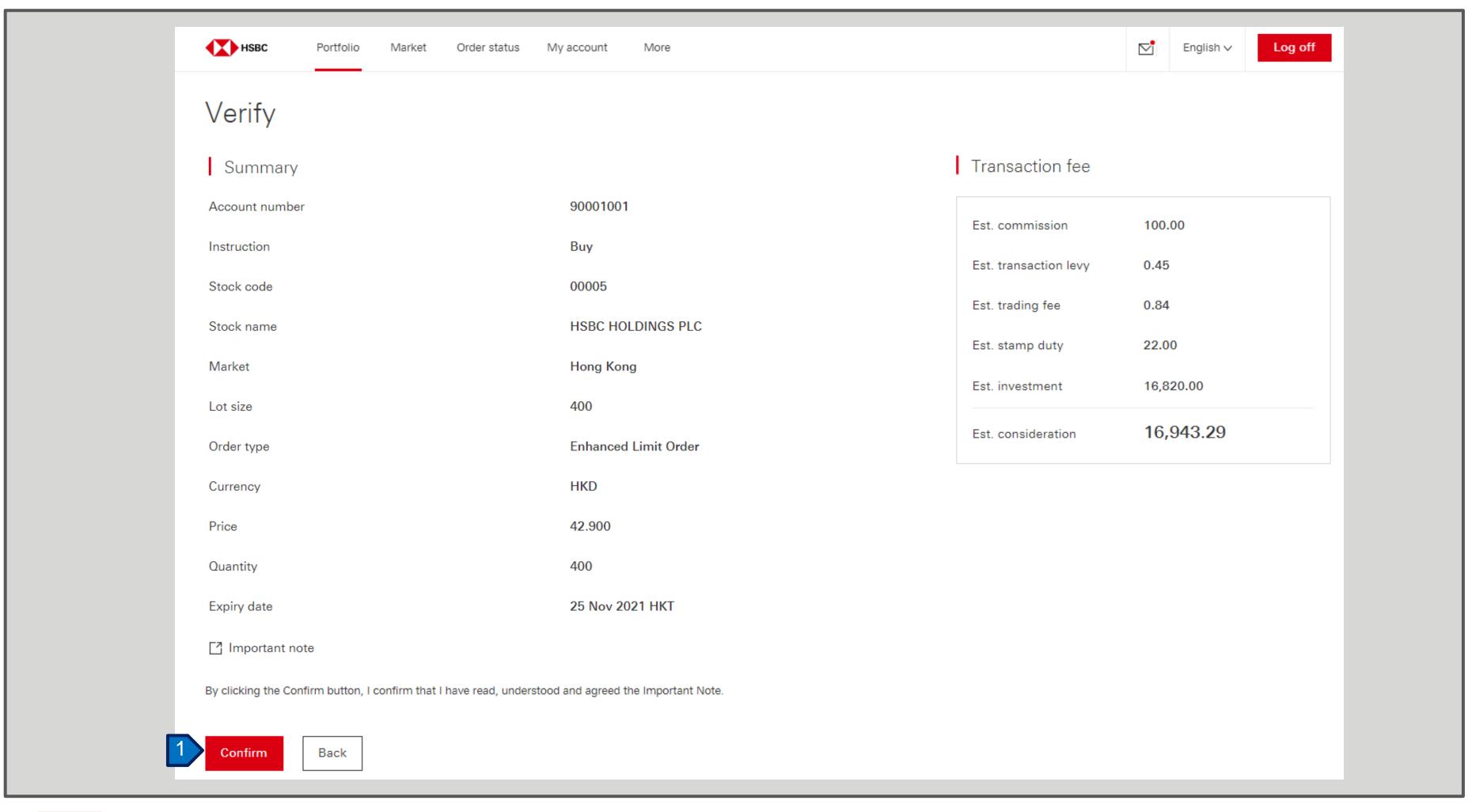
Trading or Stock Tracking Related > Order Placement



I. Enter the order details here, including order type, price, quantity and expiry date, then click "Preview Order" to check the order details.



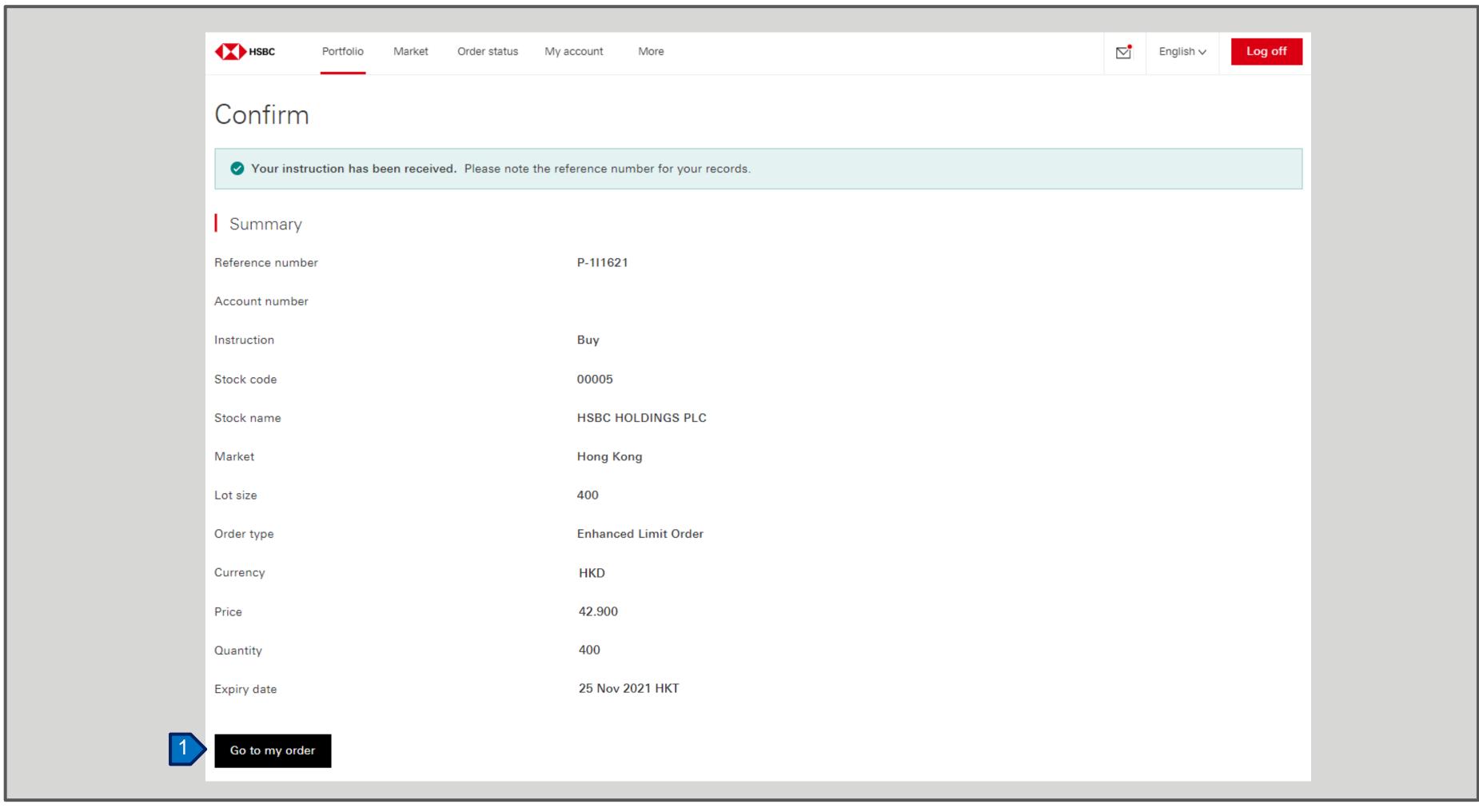
Trading or Stock Tracking Related > Order Placement



1. Review all the details to ensure that all the information is correct and read the important note, then click "Confirm" to place the order.



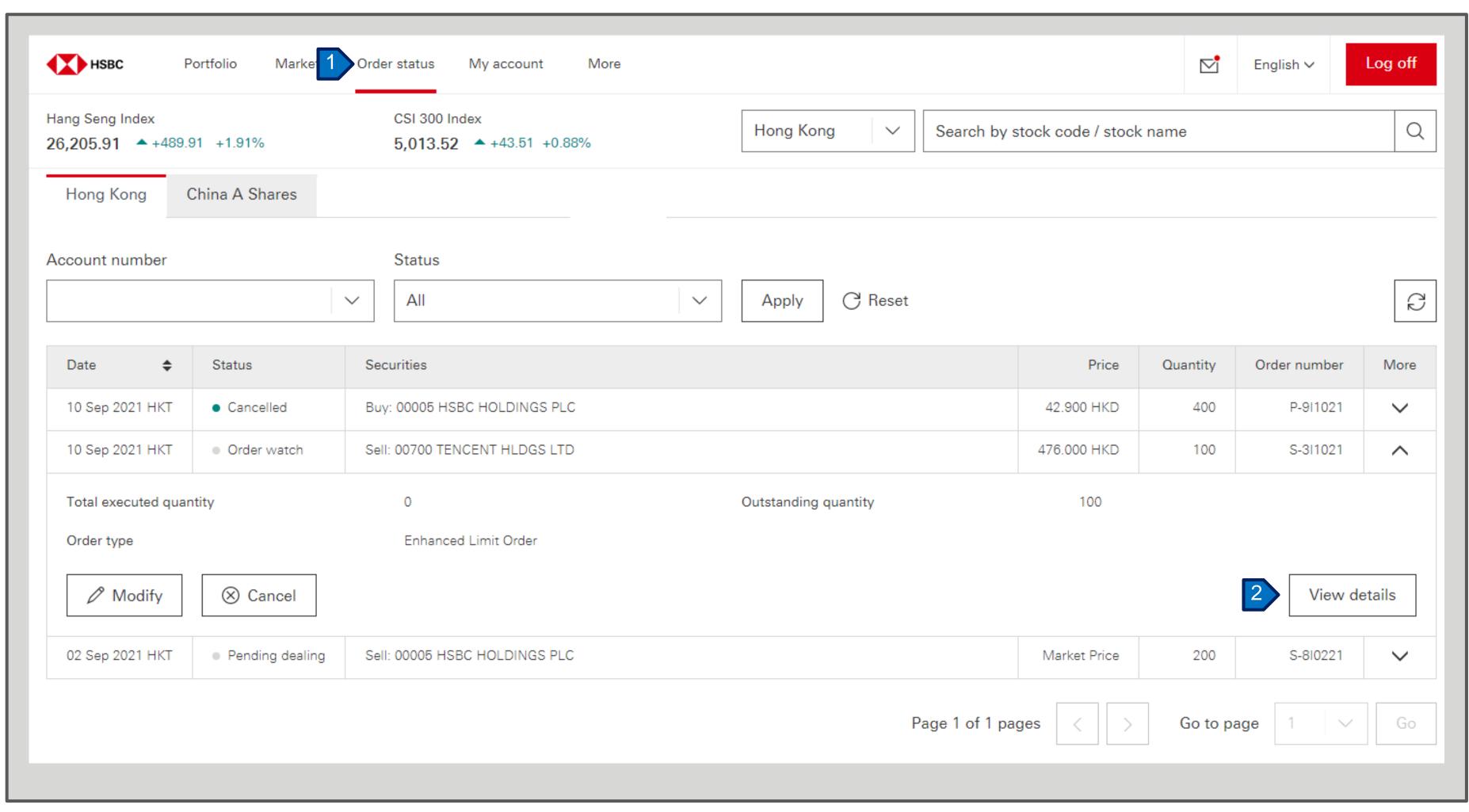
Trading or Stock Tracking Related > Order Placement



1. On the order acknowledgement page, you may click "Go to my order" to visit the order status page.



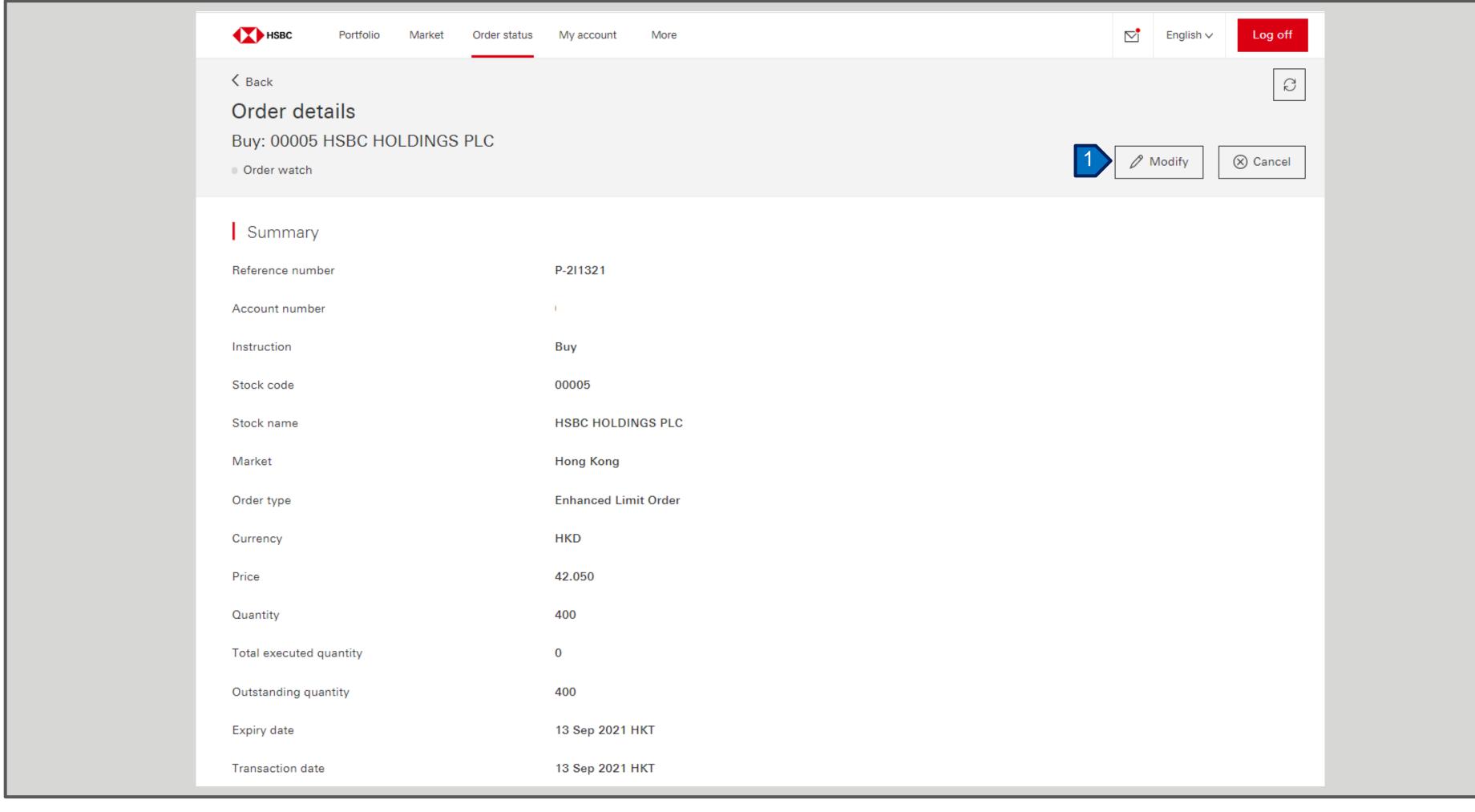
Trading or Stock Tracking Related > Order Status



- 1. To view the status with details of your order(s), click "Order status" tab on the top menu.
- 2. Click the order to view the order status and details.



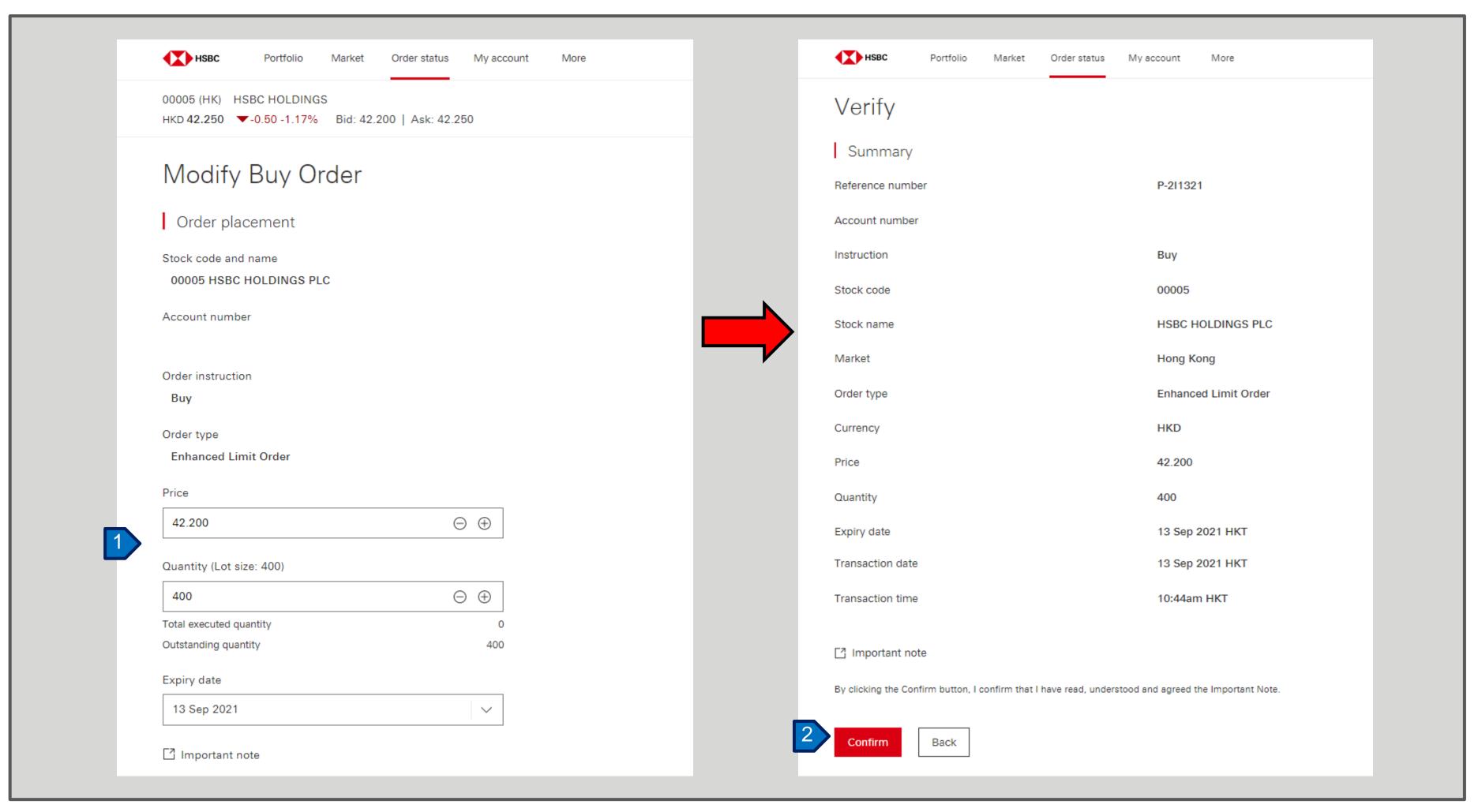
Trading or Stock Tracking Related > Order Amendment



1. If you want to modify the order, click "Modify" to perform order amendment accordingly.



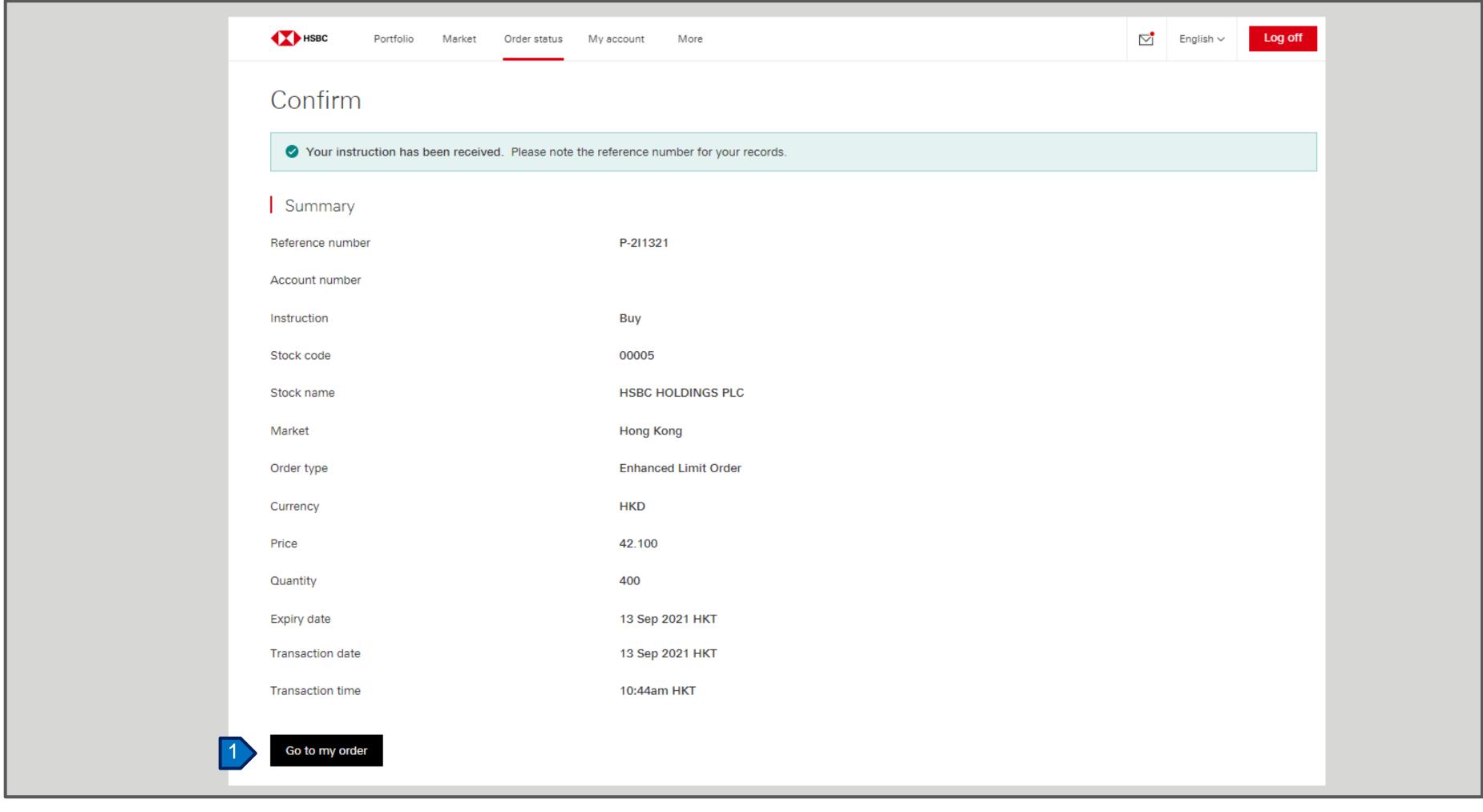
Trading or Stock Tracking Related > Order Amendment



- 1. You can amend the price and/or quantity and/or expiry date of you order.
- 2. Review all the details to ensure that all information is correct, read the important note, and click "Confirm" to place the instruction.



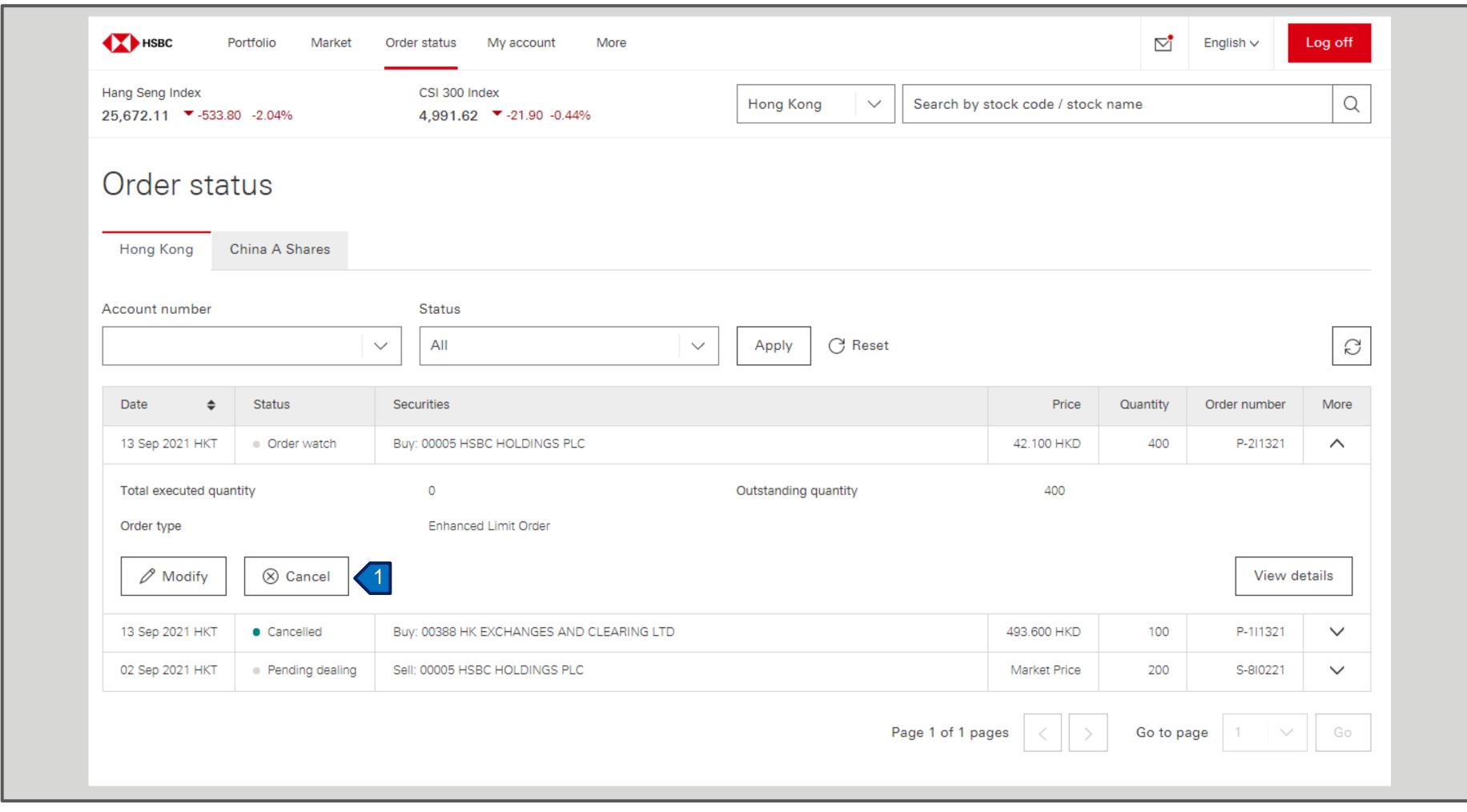
Trading or Stock Tracking Related > Order Amendment



1. On the order acknowledgement page, you can click "Go to my order" to visit the order status page.



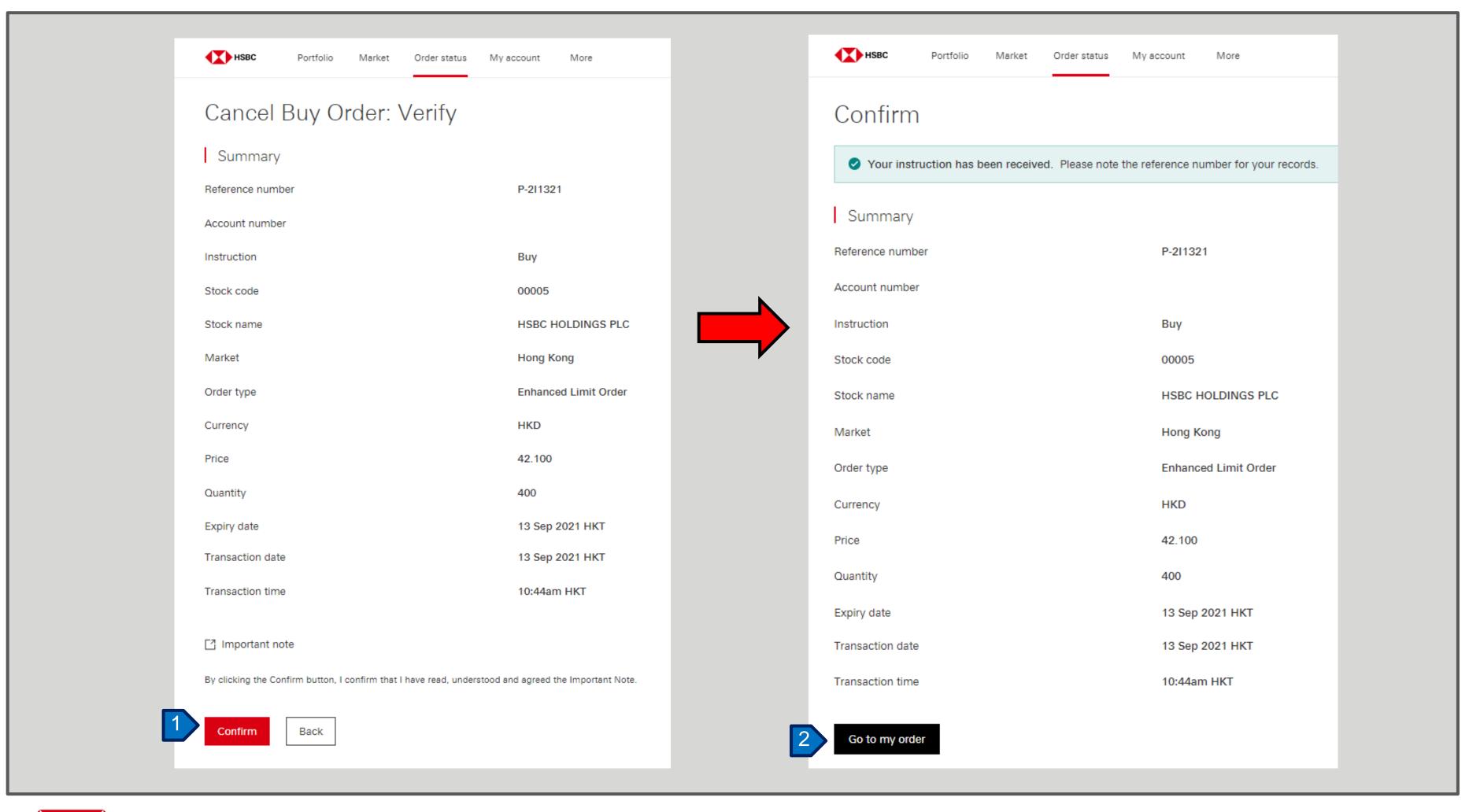
Trading or Stock Tracking Related > Order Cancellation



I. If you want to cancel the order, click "Cancel" button on the order status page to submit a cancellation request.



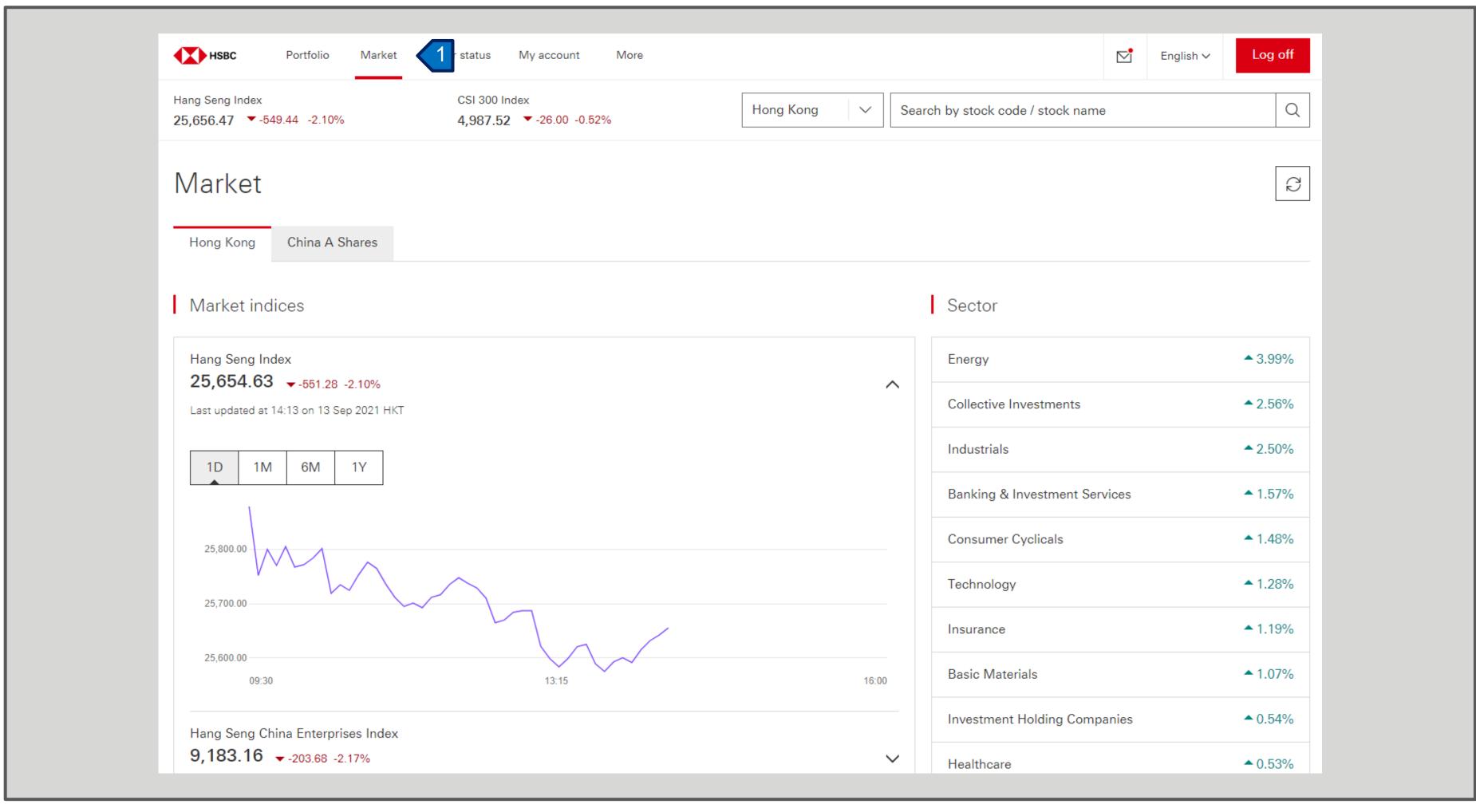
Trading or Stock Tracking Related > Order Cancellation



- 1. Review all the details and ensure all information is correct, read the important note, and click "Confirm" to place the instruction.
- 2. On the order acknowledgement page, you can click "Go to my order" to visit the order status page.



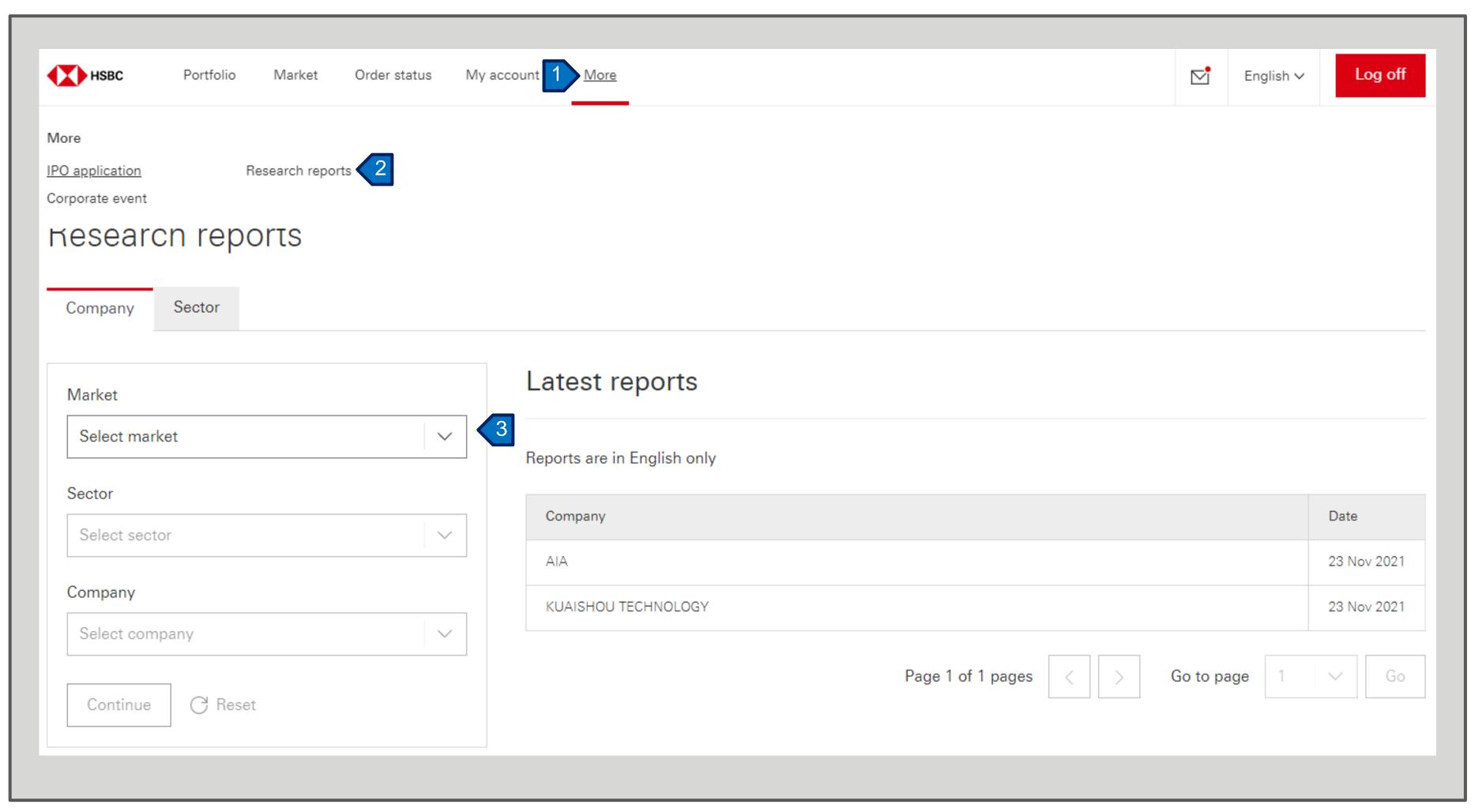
Trading or Stock Tracking Related > Market Data



1. Click the "Market" tab on the top menu to view the market page with various market information, including indices update, performance by sector, top movers, news, etc.



Trading or Stock Tracking Related > Research Report



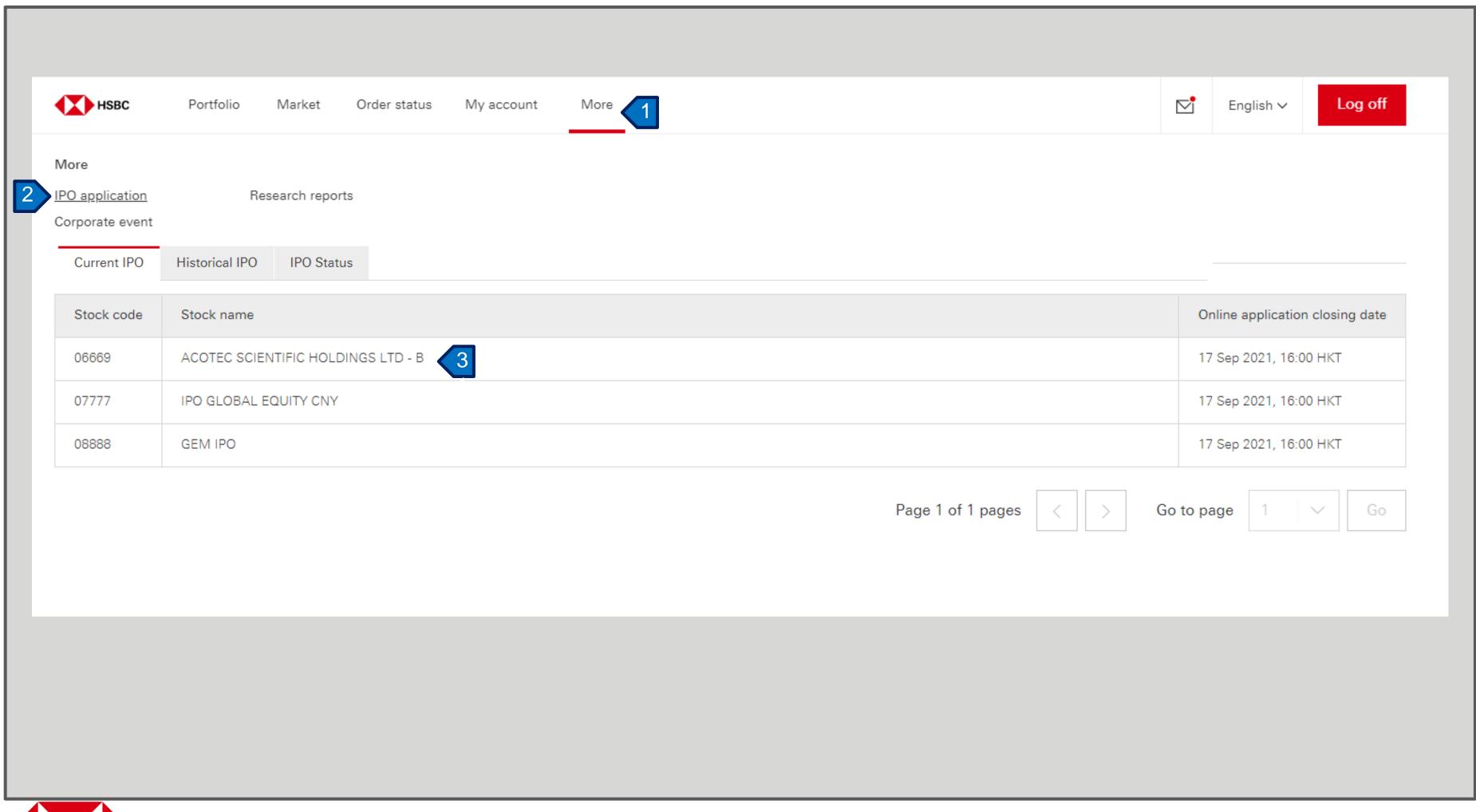
You can access the research reports by following the steps below"

- 1. Click the "More" tab on the top menu.
- 2. Click "Research reports".

 After agreeing to the declaration and Terms and Conditions, you will be able to see the latest research reports.
- 3. You can also search the reports by market, company or sector.



IPO Applications and Corporate Events > IPO Application Placement

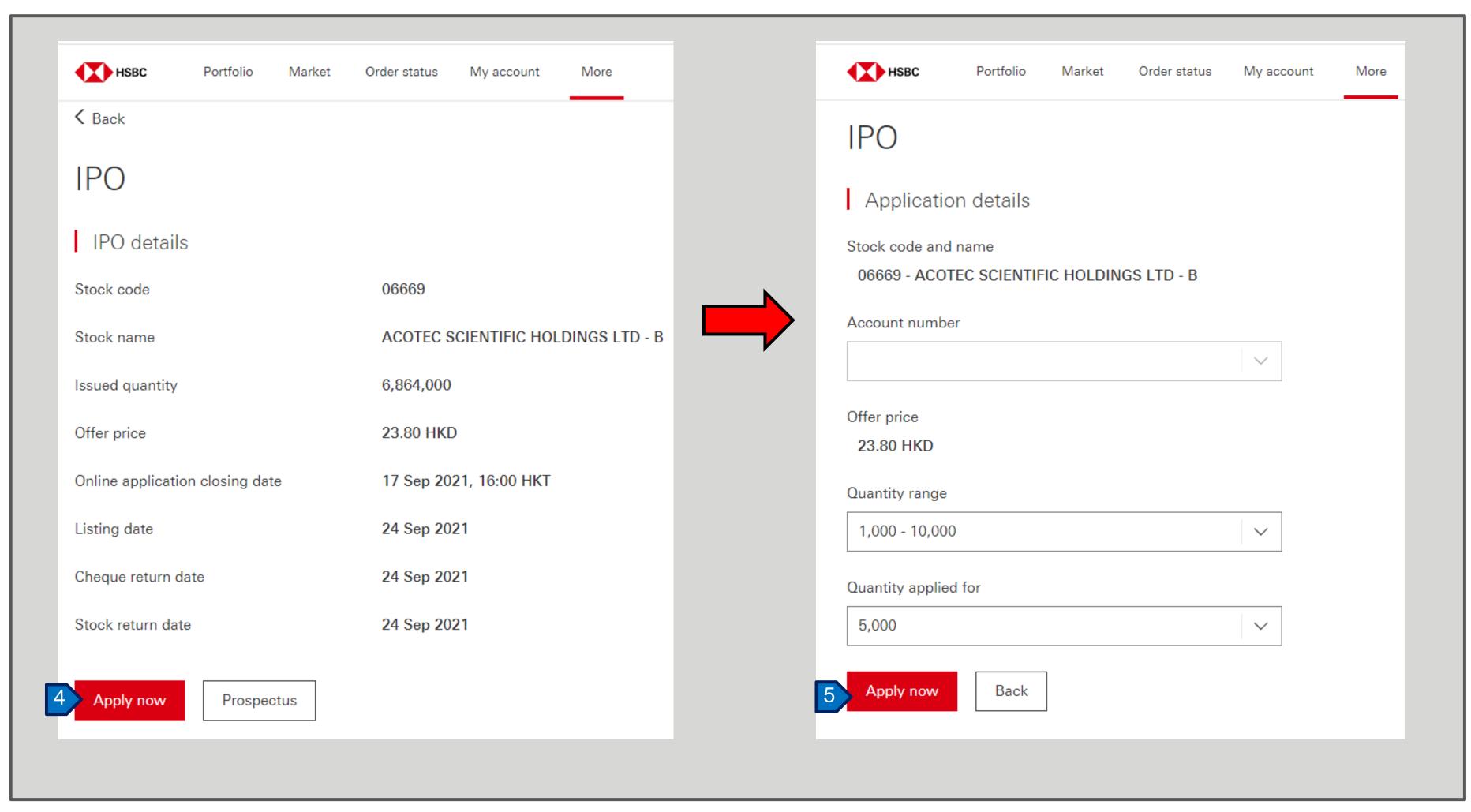


You can submit IPO application by following the steps below:

- 1. Click the "More" tab on the top menu.
- 2. Click "IPO application".
- 3. Click the IPO that you would like to apply under the "Current IPO" section and start the application process.



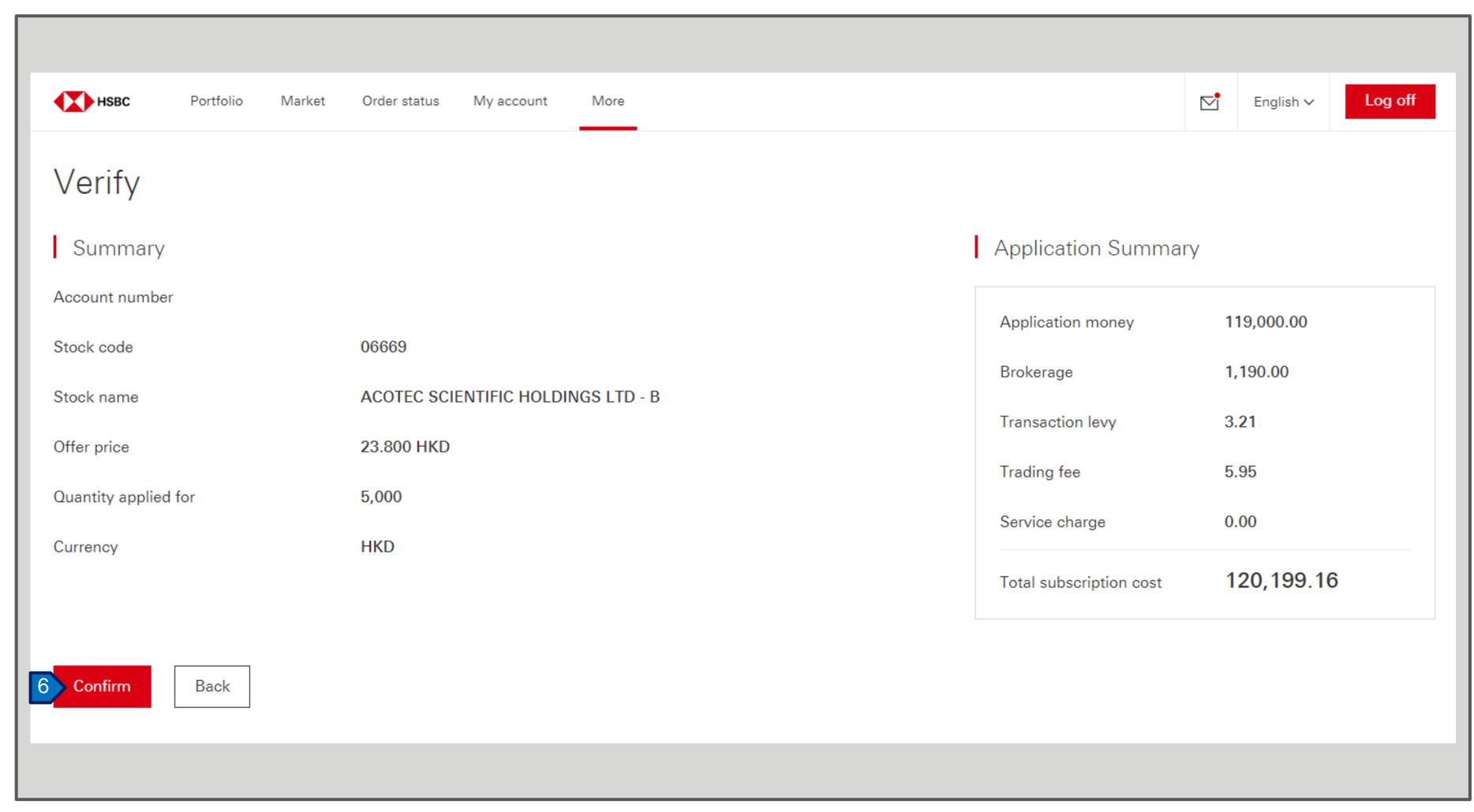
IPO Applications and Corporate Events > IPO Application Placement



- 4. Review the IPO details and click "Apply now" to continue.
- 5. After agreeing to the Terms and Conditions, select the quantity range and quantity from the drop down menus. Review the application details and click "Apply now".



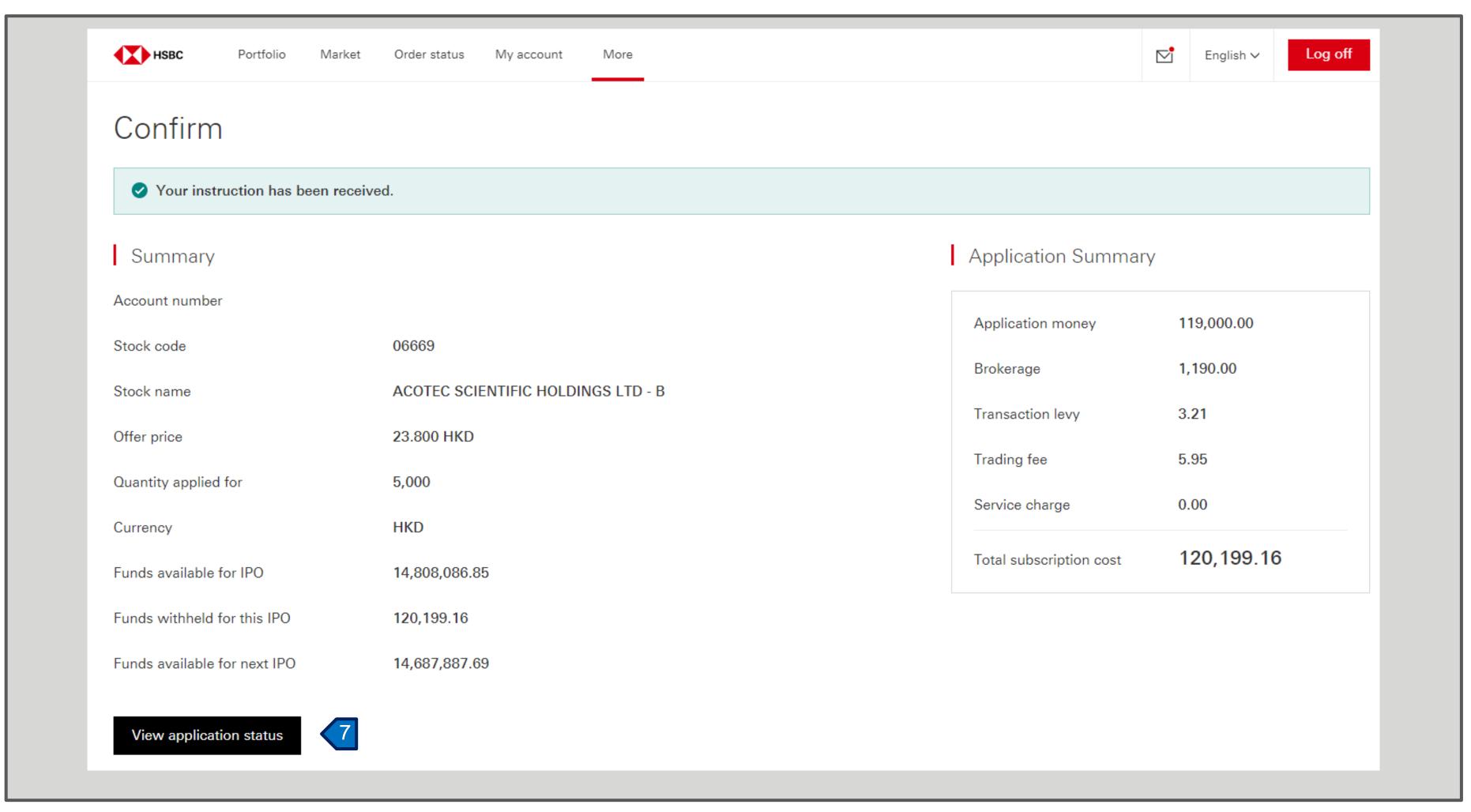
IPO Applications and Corporate Events > IPO Application Placement



6. Review all the details and ensure all information is correct, then click "Confirm" to place the application.



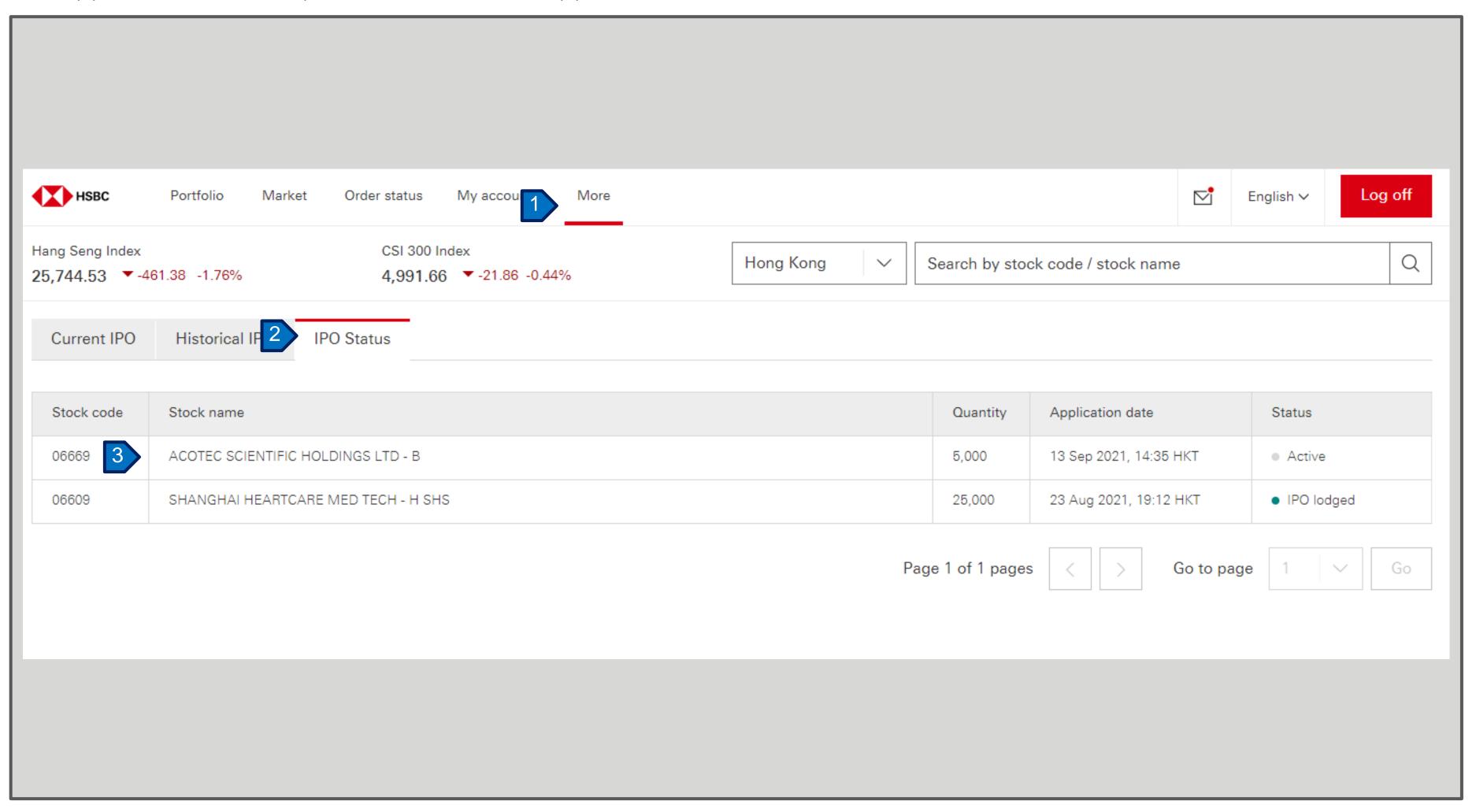
IPO Applications and Corporate Events > IPO Application Placement



7. On the confirm page, you can press "View application status" to check the status of this application



IPO Applications and Corporate Events > IPO Application Amendment and Cancellation

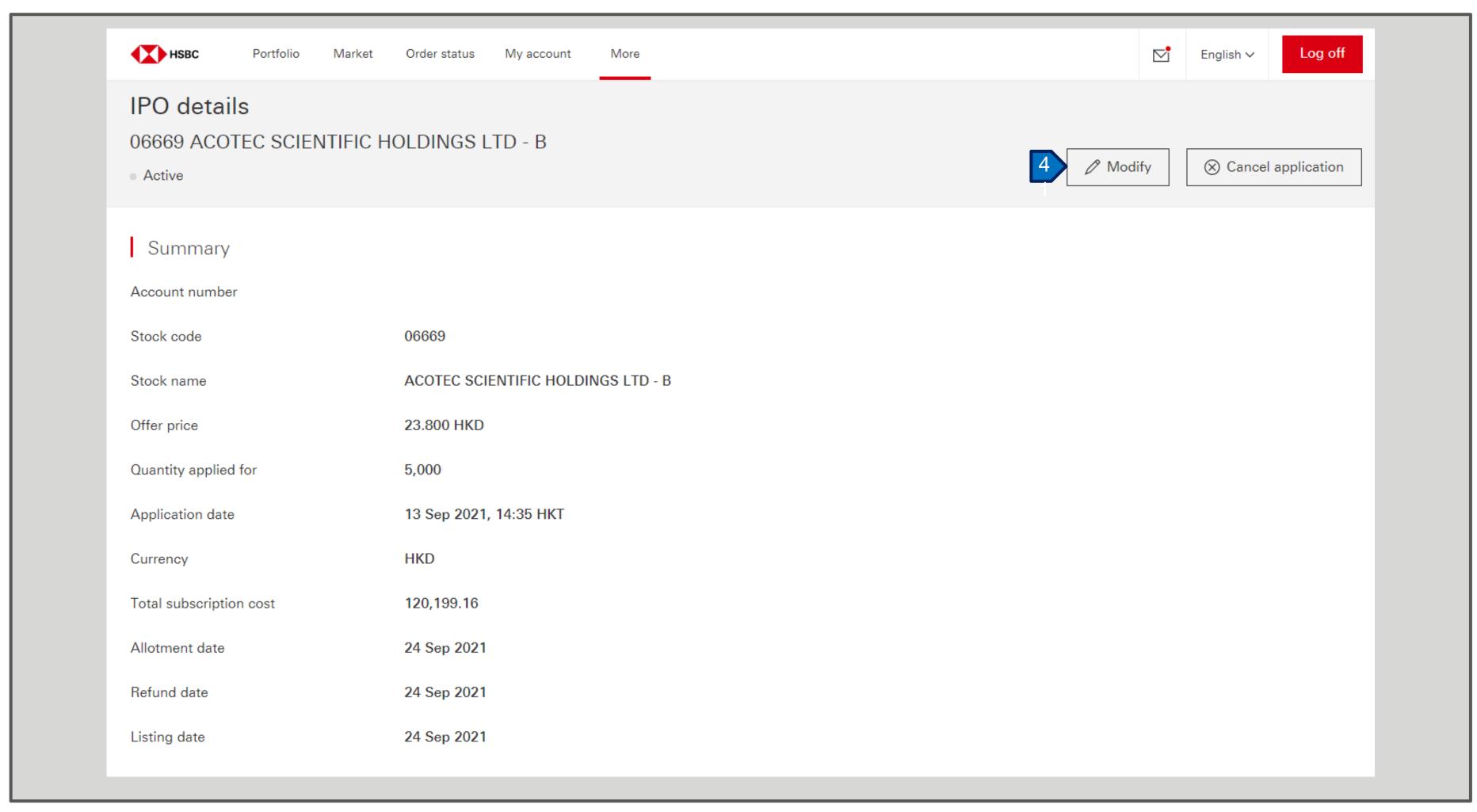


You can amend the IPO Application by following the steps below:

- 1. Click the "More" tab on the top menu, then click "IPO status".
- 2. Under the "IPO Status", you can find all of the IPO application(s) you have placed. You can only those with "Active" status can be amended or cancelled.
- 3. Click the application you want to amend or cancel.



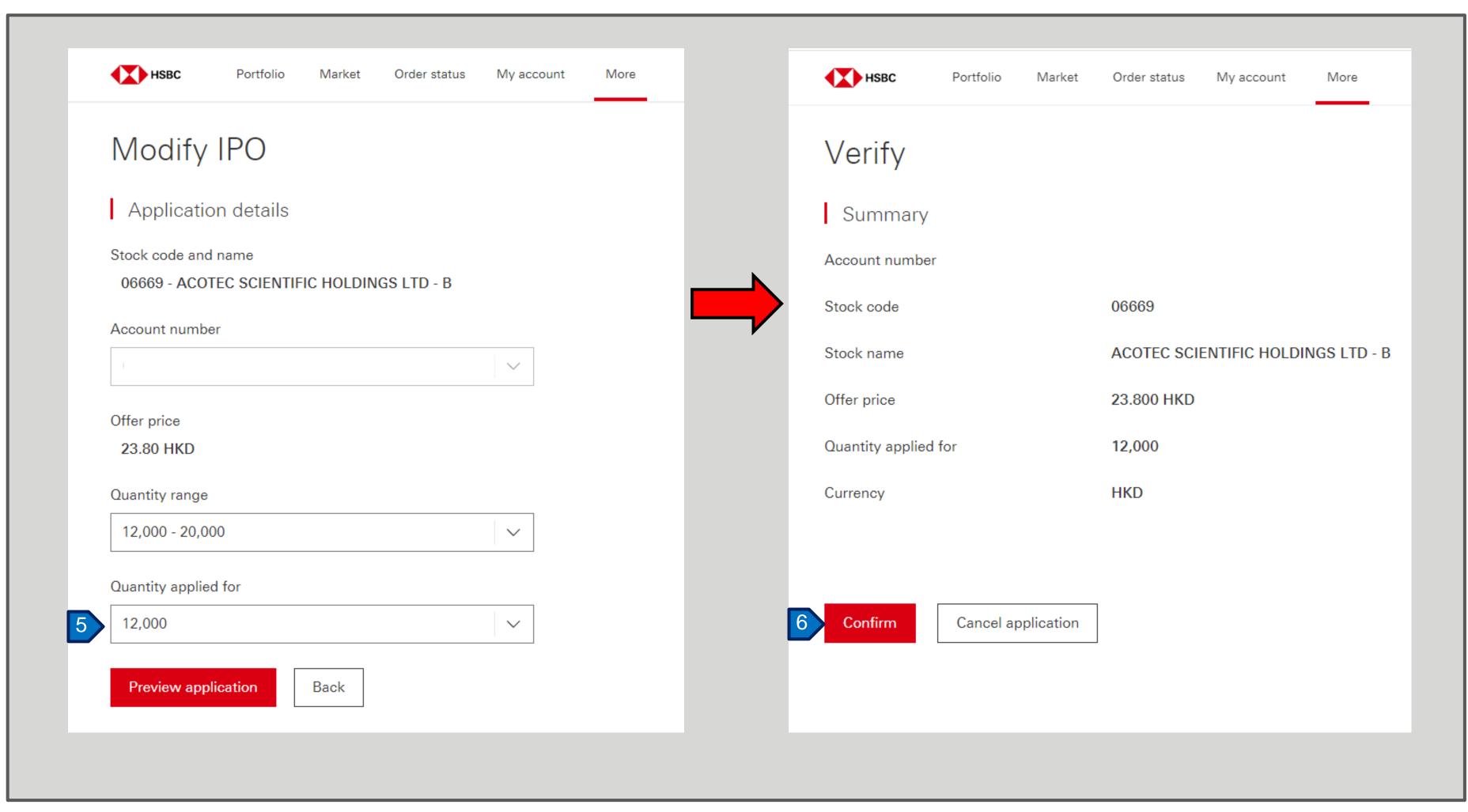
IPO Applications and Corporate Events > IPO Application Amendment and Cancellation



4. Click "Modify" to start the modification process.



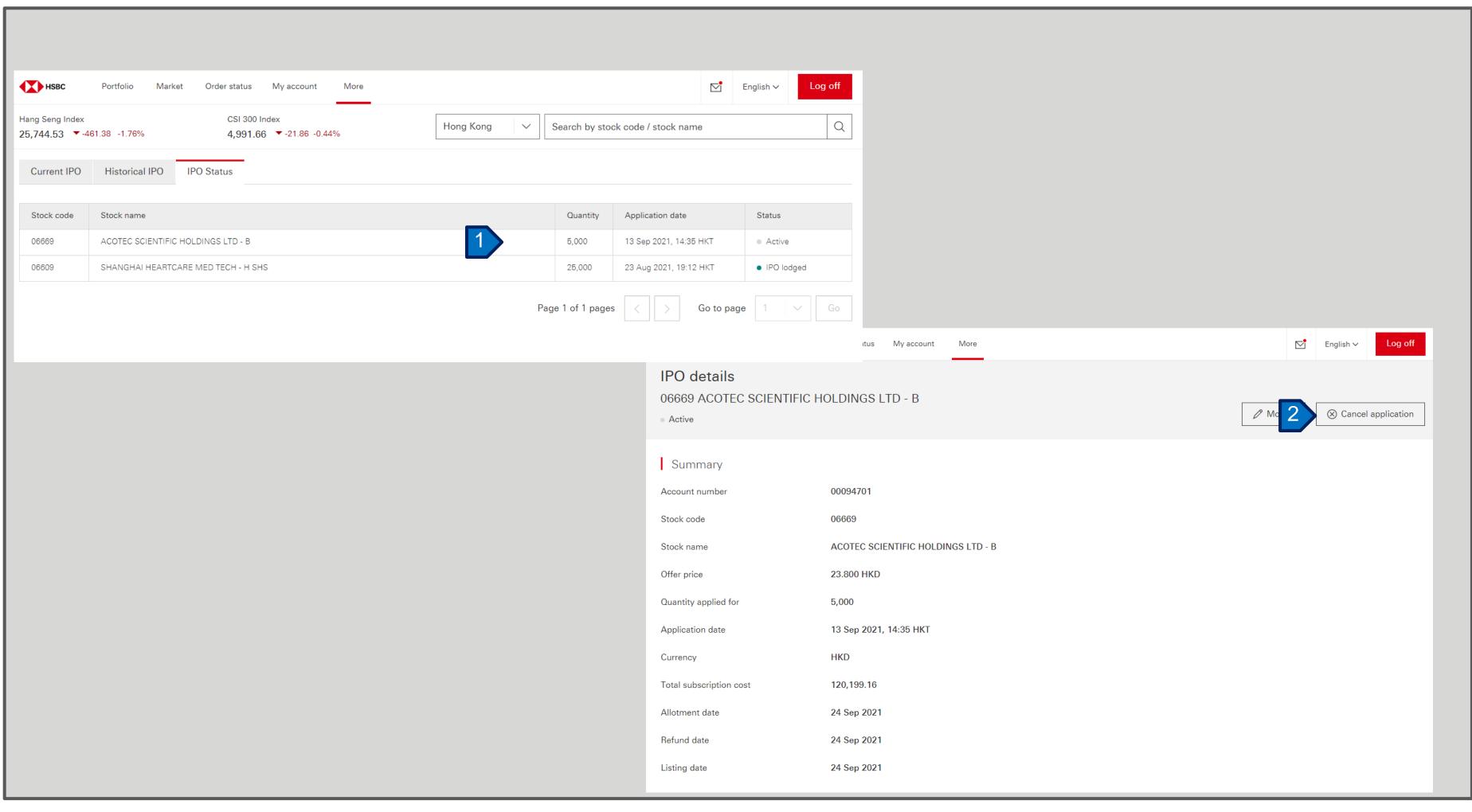
IPO Applications and Corporate Events > IPO Application Amendment and Cancellation



- 5. On the Modify IPO page, amend the quantity accordingly.
- Review all the details and ensure all information is correct, then click "Confirm" to place the IPO amendment instruction.



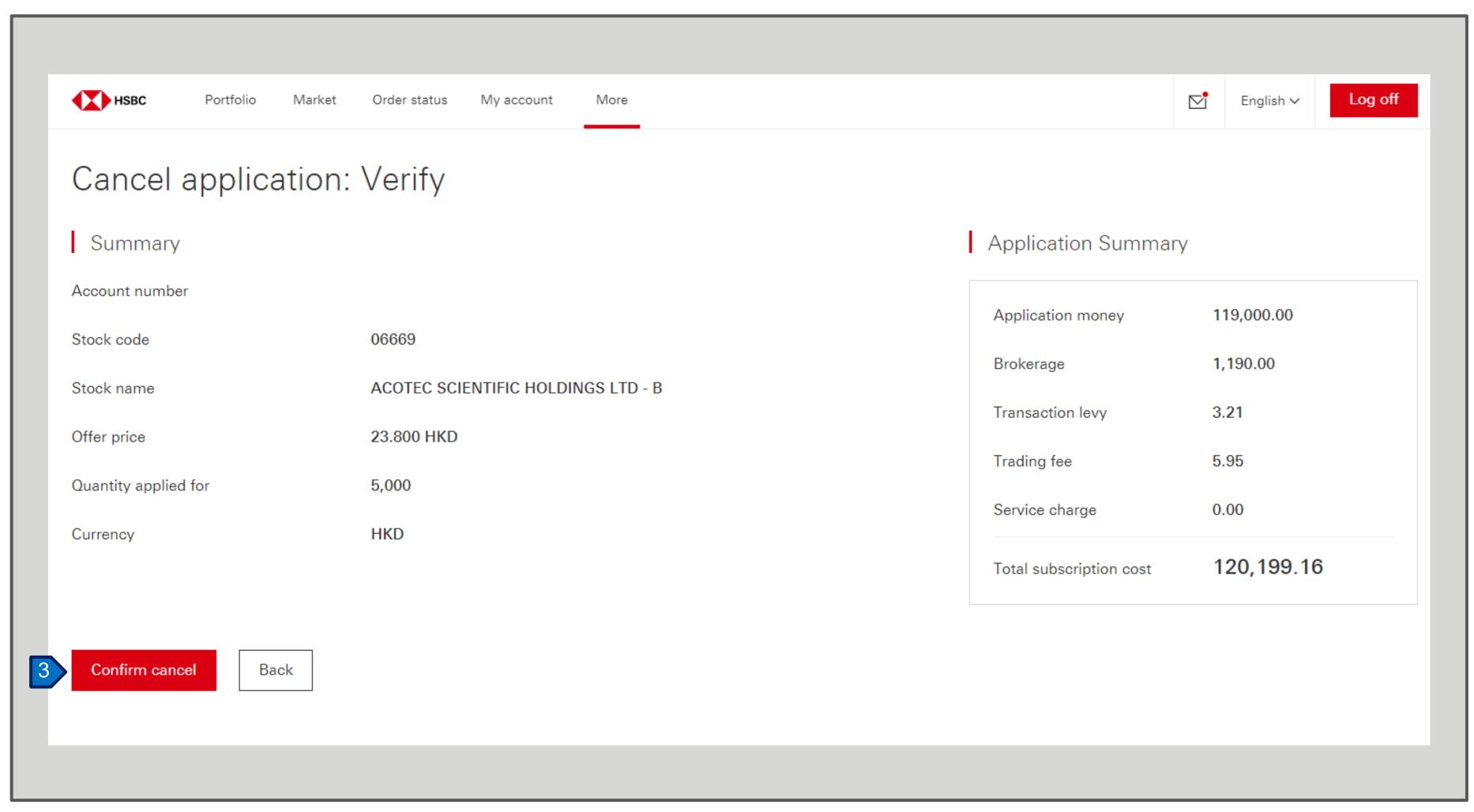
IPO Applications and Corporate Events > IPO Application Amendment and Cancellation



- 1. If you want to cancel the application instead, you can click the application you want to cancel under the "IPO Status".
- 2. Click to "Cancel application" to cancel the IPO application.



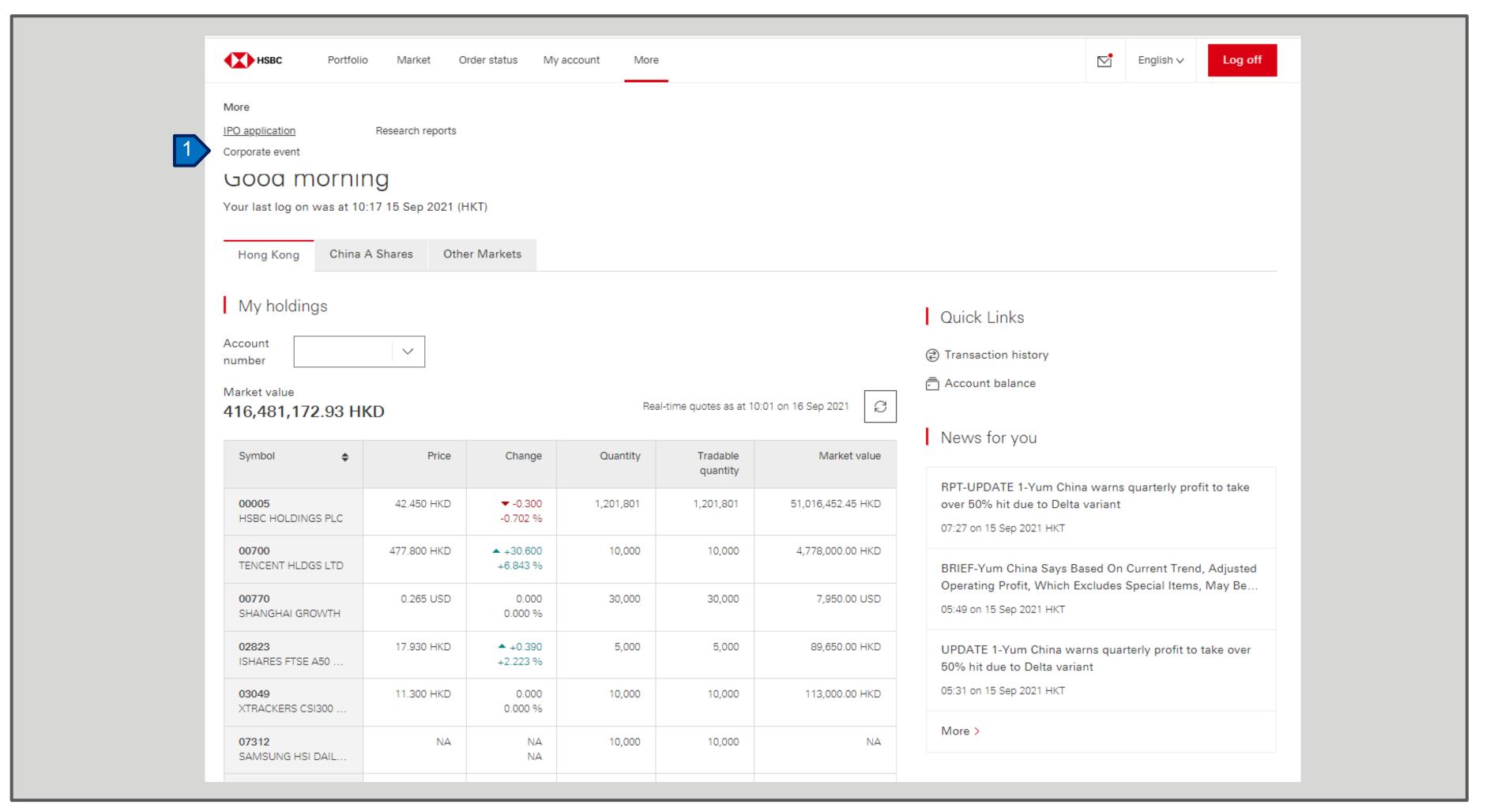
IPO Applications and Corporate Events > IPO Application Amendment and Cancellation



3. Verify all details and ensure all information is correct, then click "Confirm" to cancel the application.



IPO Applications and Corporate Events > Corporate Event Election and Amendment (applicable to HK Stocks only)

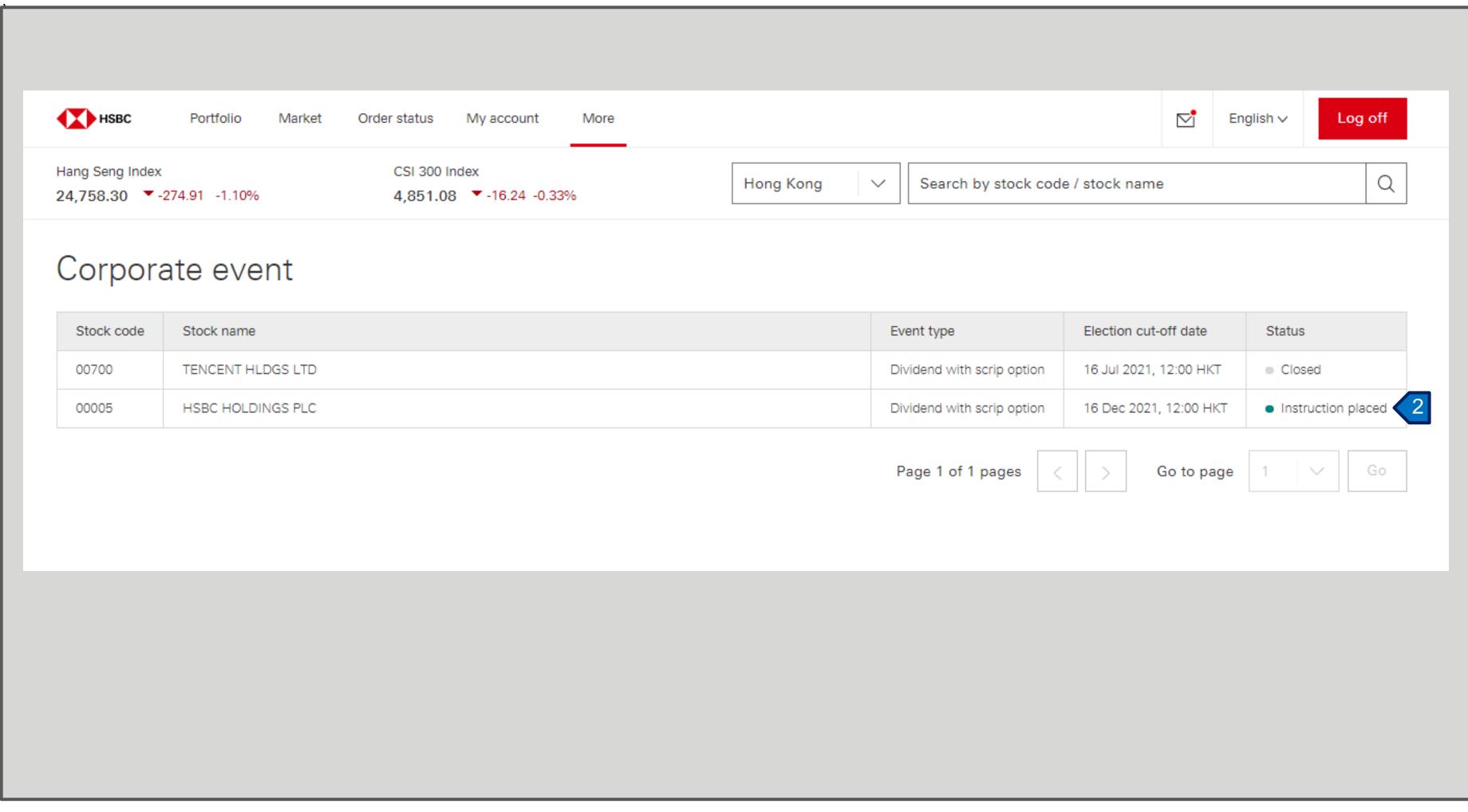


You can submit electronic instructions regarding dividend payment in cash or scrip for Hong Kong listed stocks held in your account with us. Please note that other corporate events including company privatization or merger and acquisition is not supported by the Corporate Event Service at this stage.

 Click the "More" tab on the top menu, then click "Corporate event".



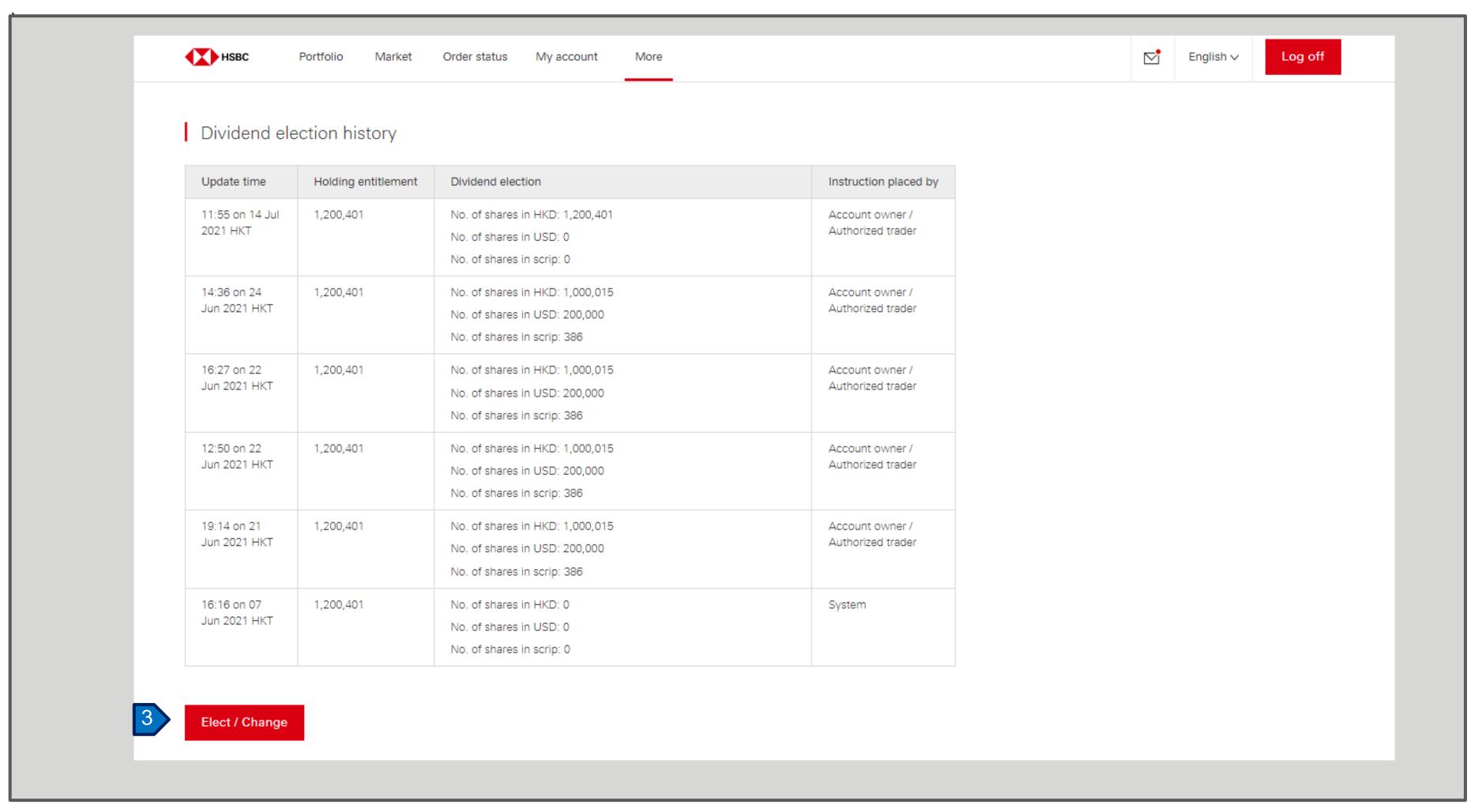
IPO Applications and Corporate Events > Corporate Event Election and Amendment (applicable to HK Stocks only)



2. Click the corporate event to elect or change.



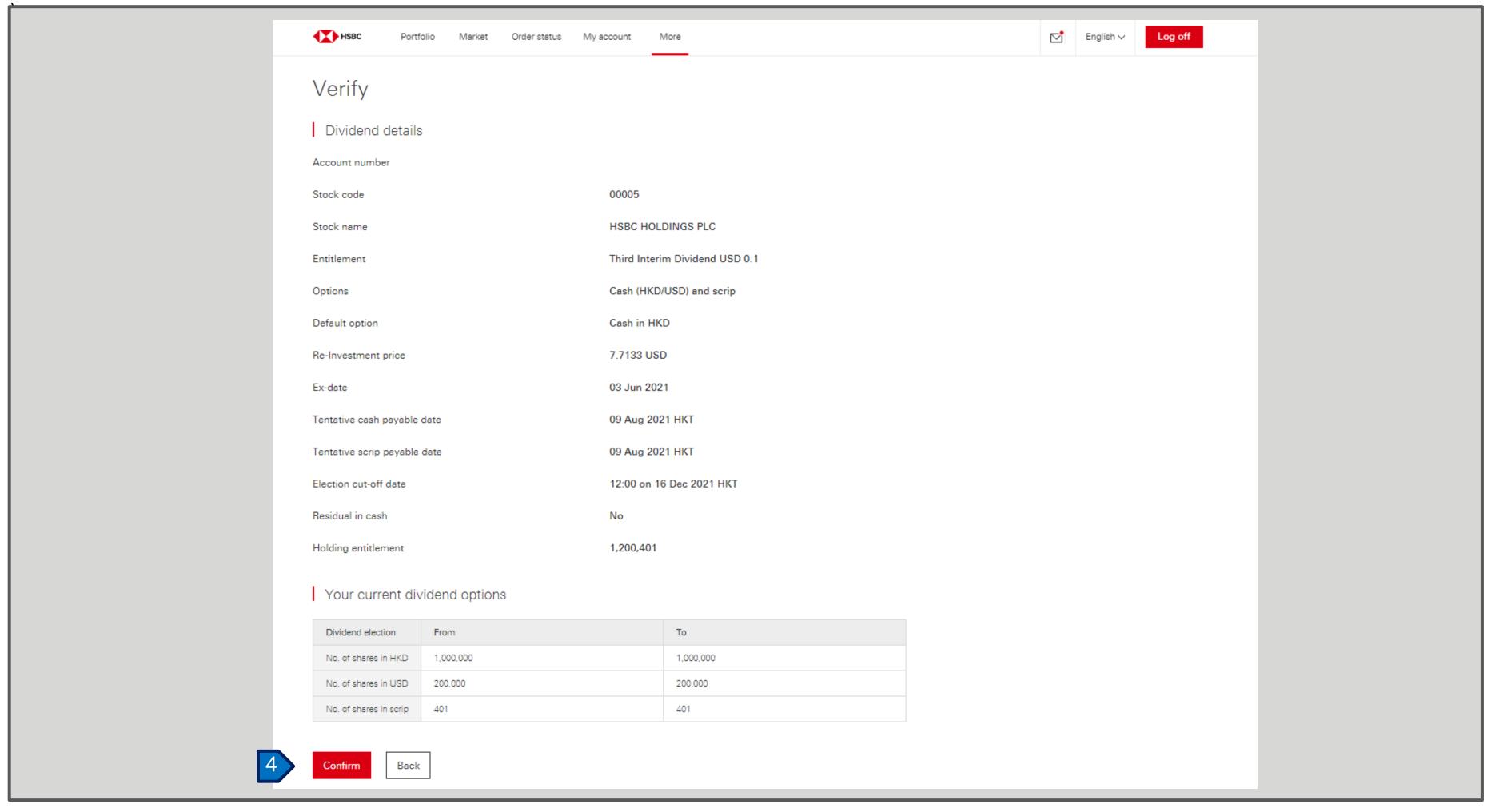
IPO Applications and Corporate Events > Corporate Event Election and Amendment (applicable to HK Stocks only)



3. Click "Elect/Change" to proceed.



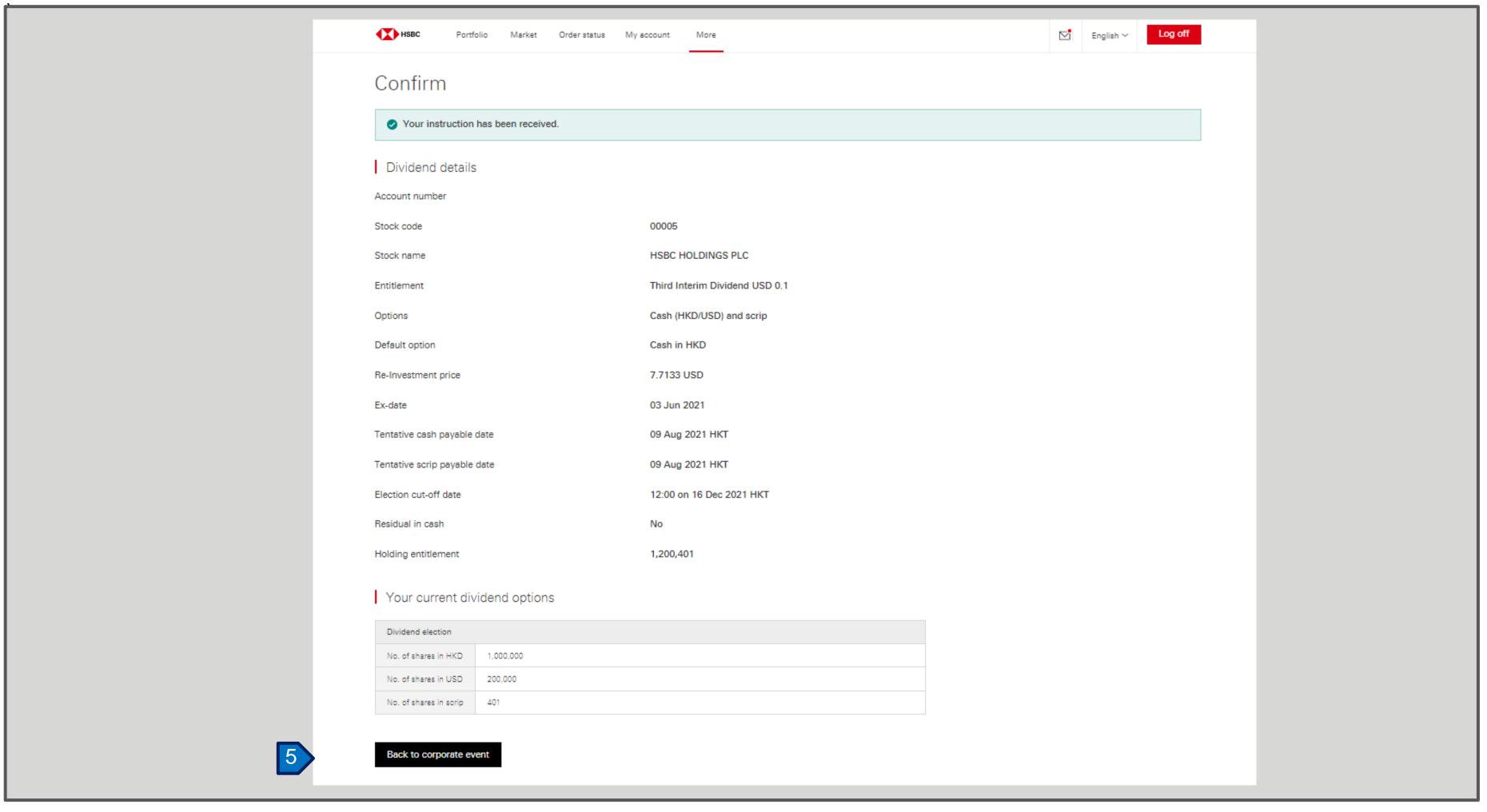
IPO Applications and Corporate Events > Corporate Event Election and Amendment (applicable to HK Stocks only)



4. Verify all details and ensure all information is correct, then click "Confirm" to place the corporate event instruction.



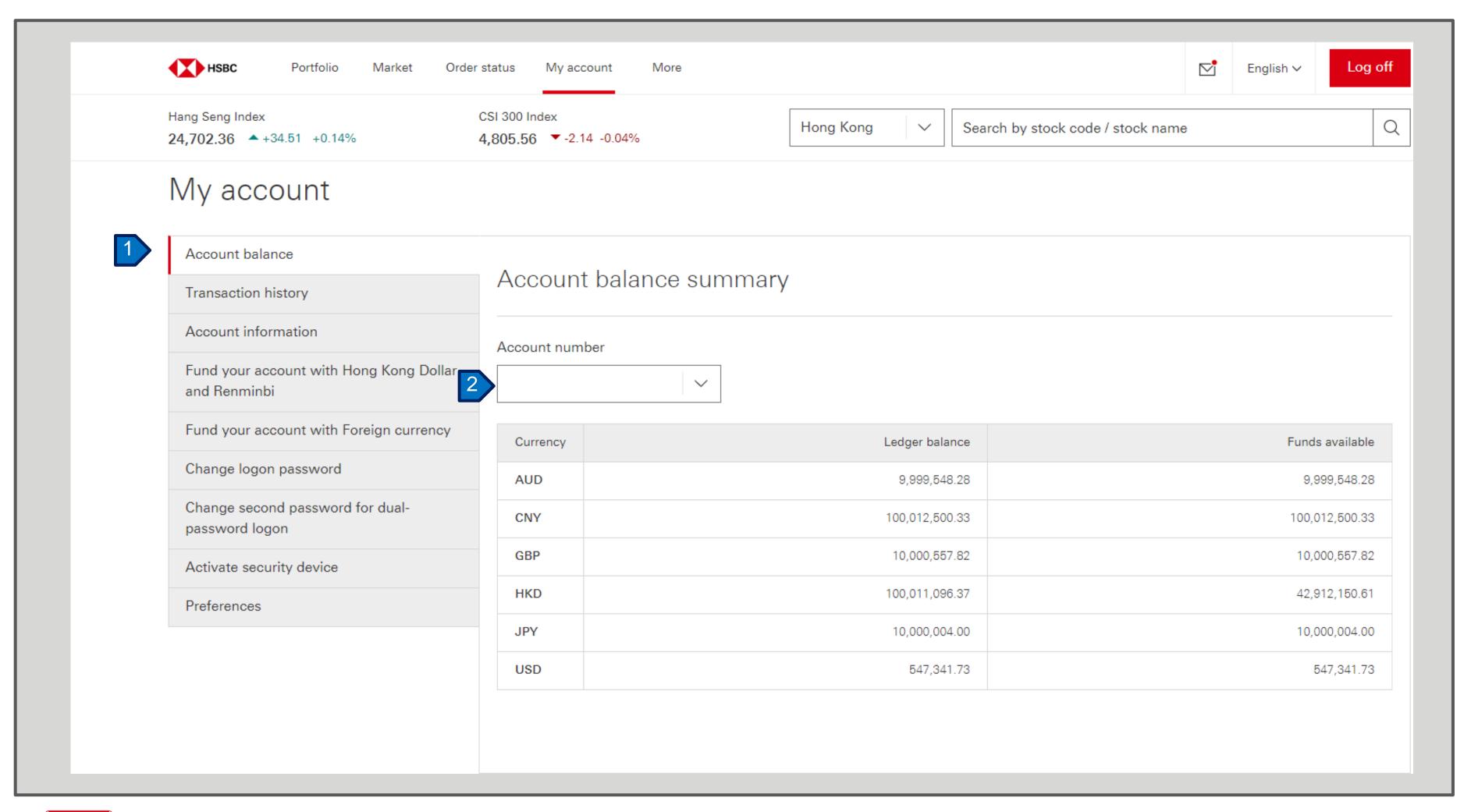
Trading or Stock Tracking Related > Corporate Event Election and Amendment (applicable to HK Stocks only)



5. On the confirmation page, you can click "Back to corporate event" to view this instruction.



Account Details and Services > Account balance

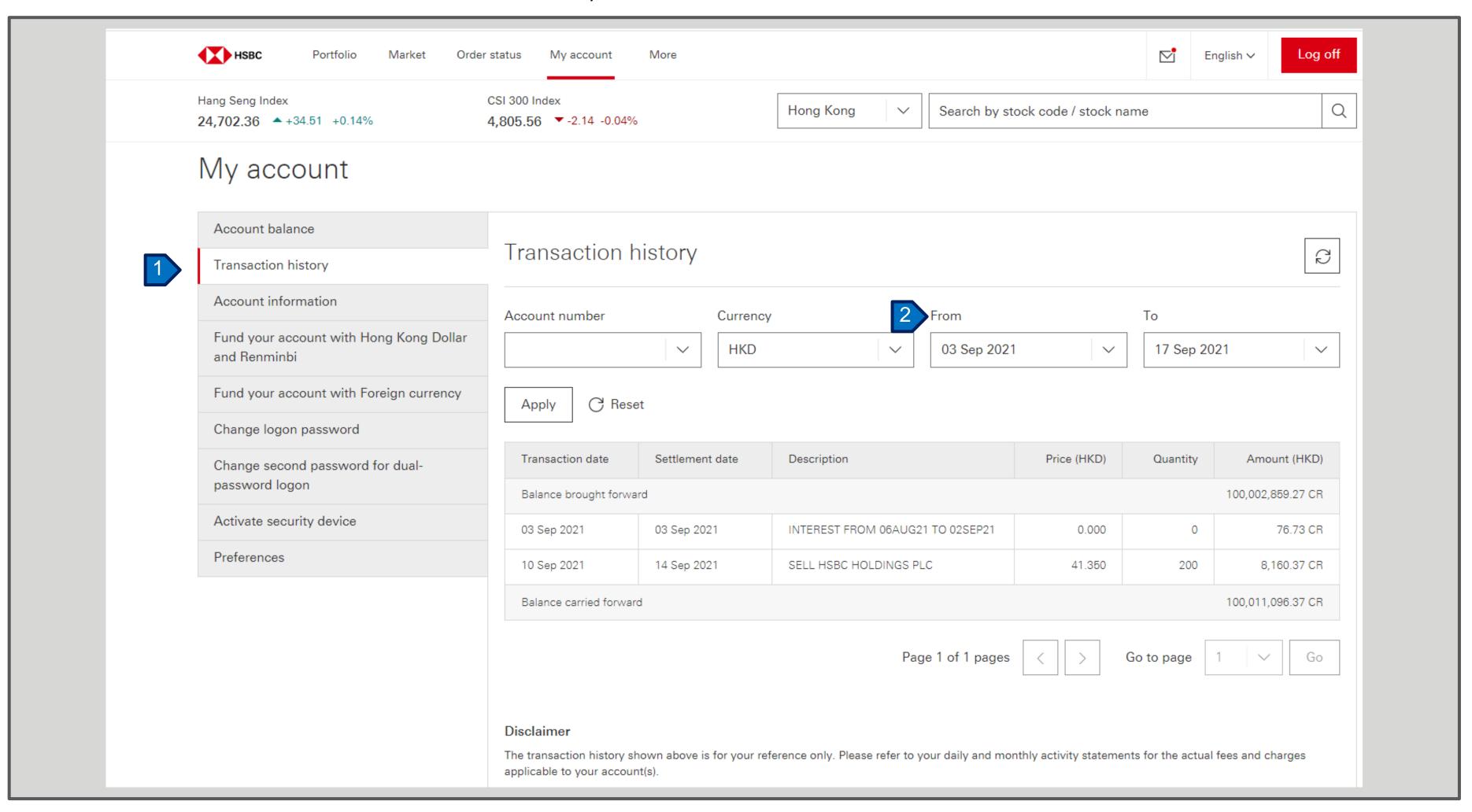


You can view various information about your account by clicking the "My account" tab on the top menu.

- 1. Click "Account balance" to check the account balance summary.
- 2. You may check the balance of your subaccounts by selecting Account number using the drop down menu.



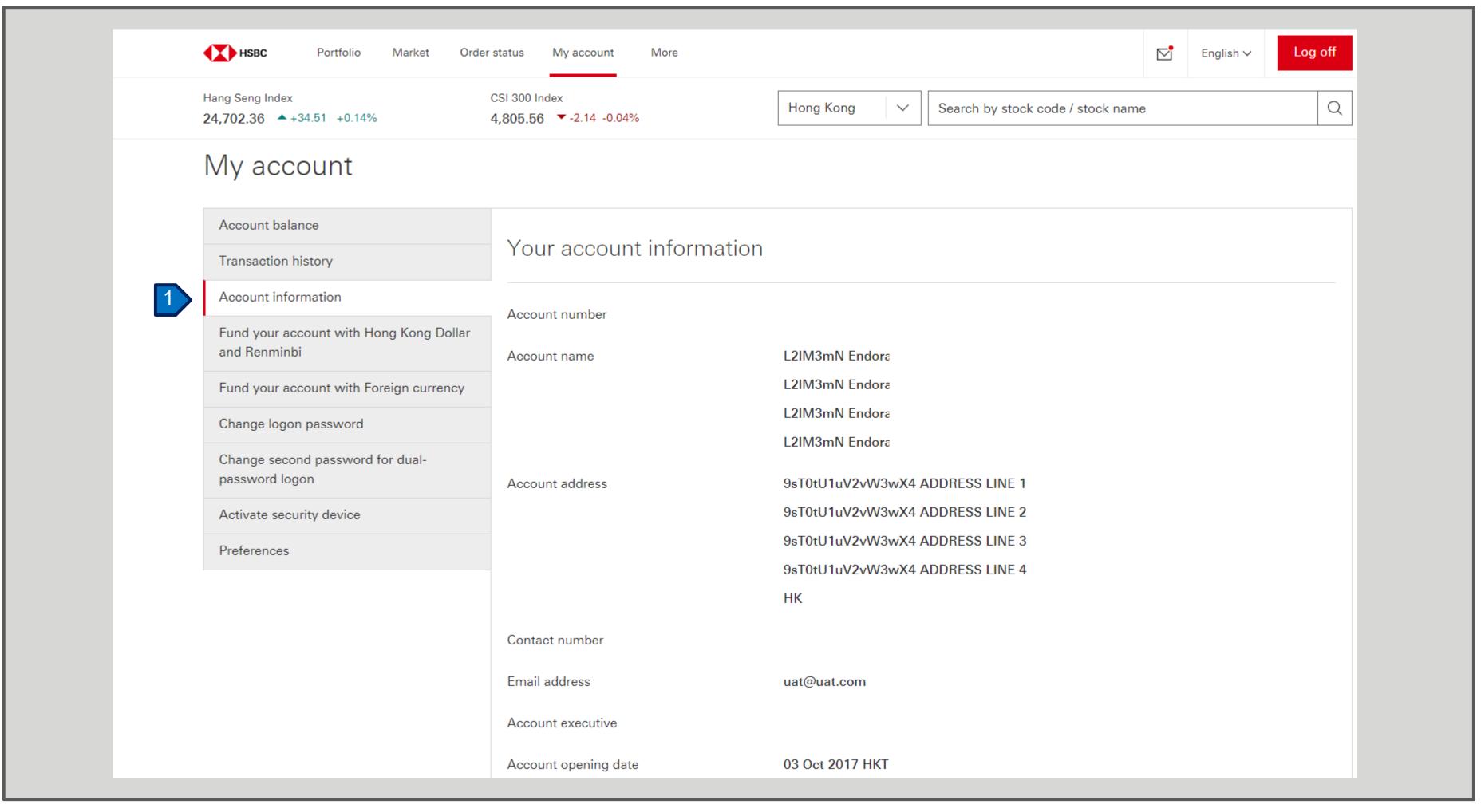
Account Details and Services > Transaction history



- 1. On the My account page, click "Transaction history". You will able to view the account balance along with transaction history.
- 2. You can filter the history by selecting the date range.
 Transactions from the beginning of last month (at most two months) can be shown.



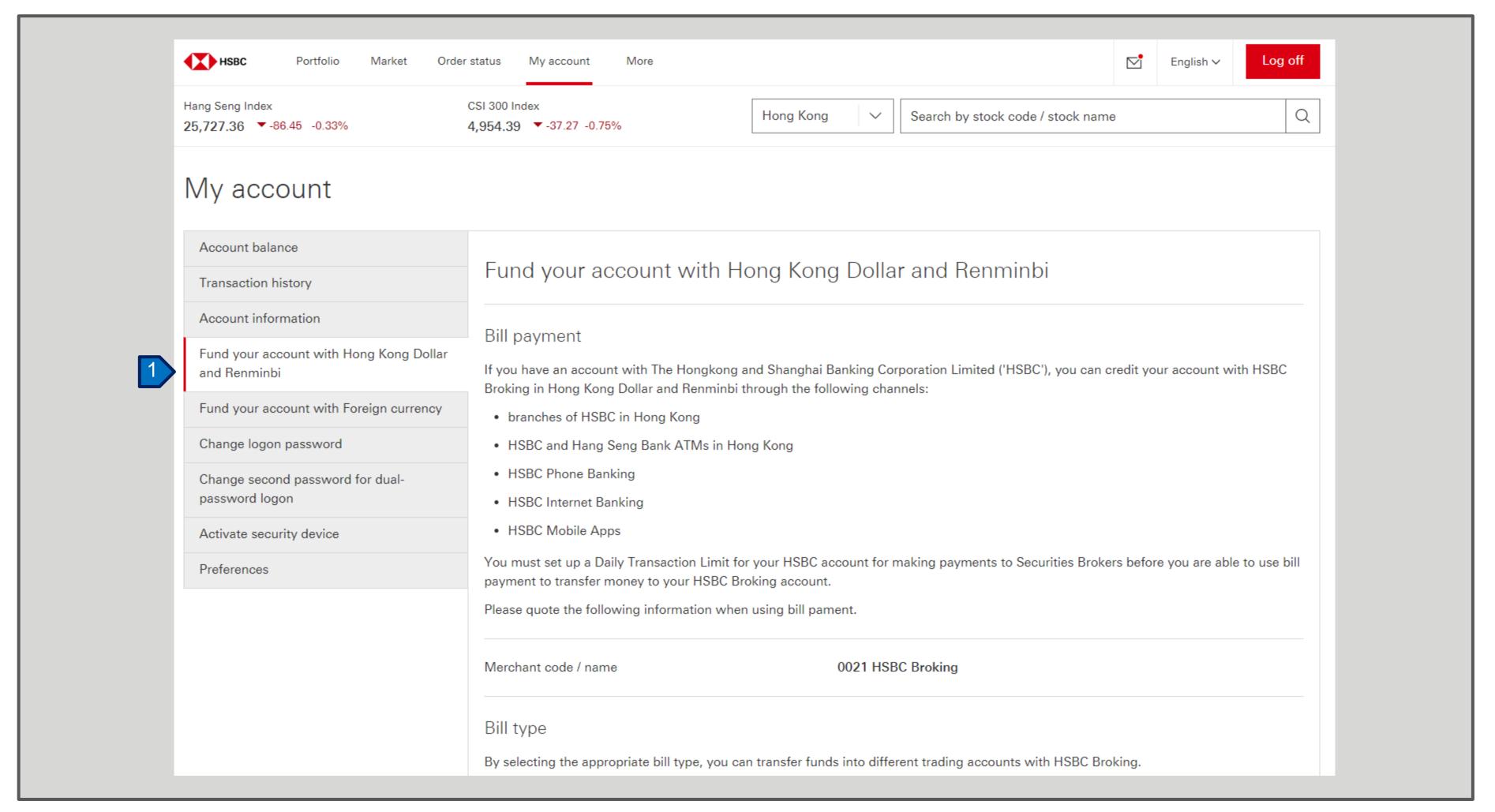
Account Details and Services > Account information



 On the My account page, click "Account information". You can view your account information including your address, contact number, etc.



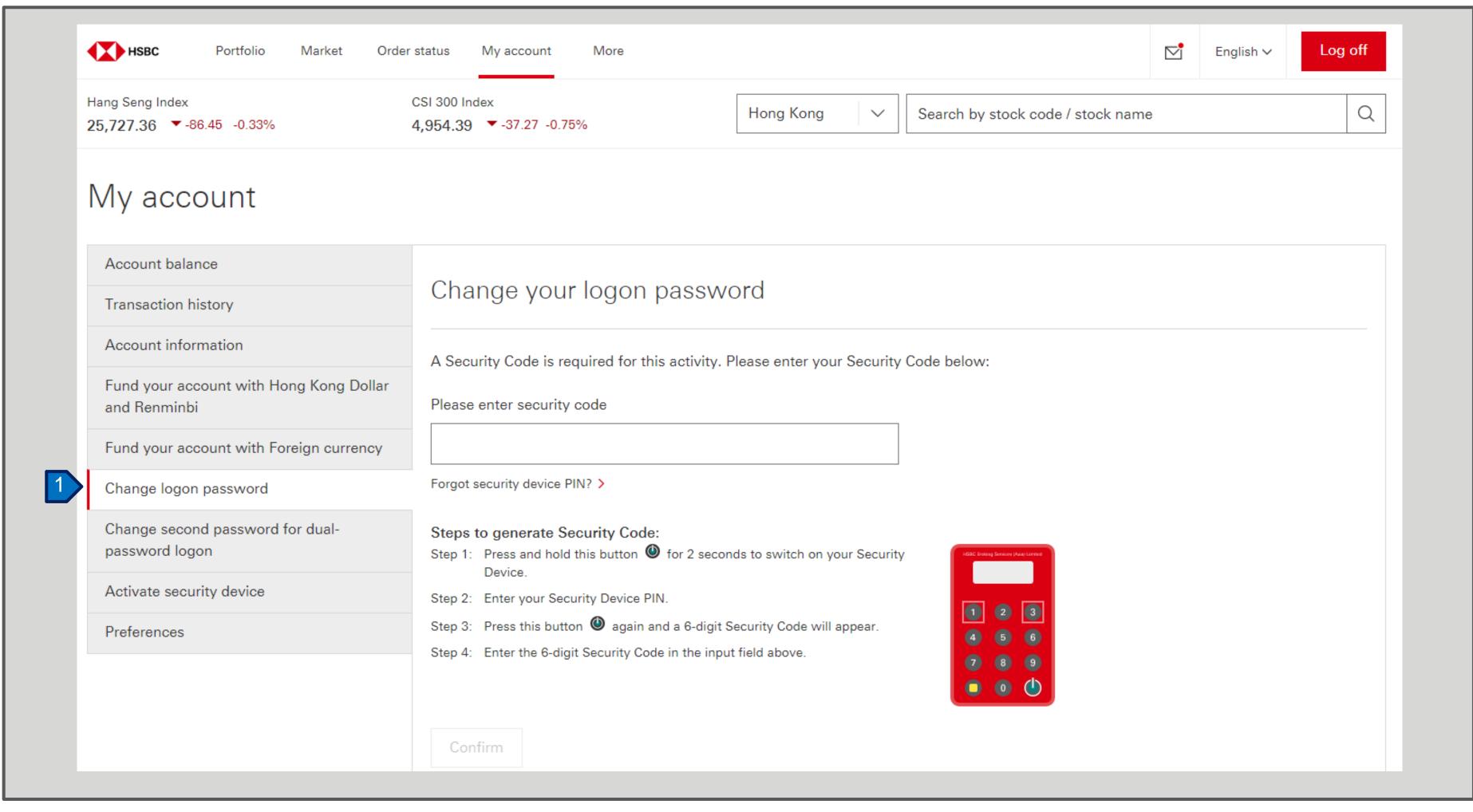
Account Details and Services > Fund your account with Hong Kong Dollar currency and Fund your account with Foreign



1. Click the "My account" tab on the top menu and select "Fund your account with Hong Kong Dollar and Renminbi" and "Fund your account with Foreign currency". You can find the information on how to deposit to your account (i.e. transfer fund to HSBC Broking account).



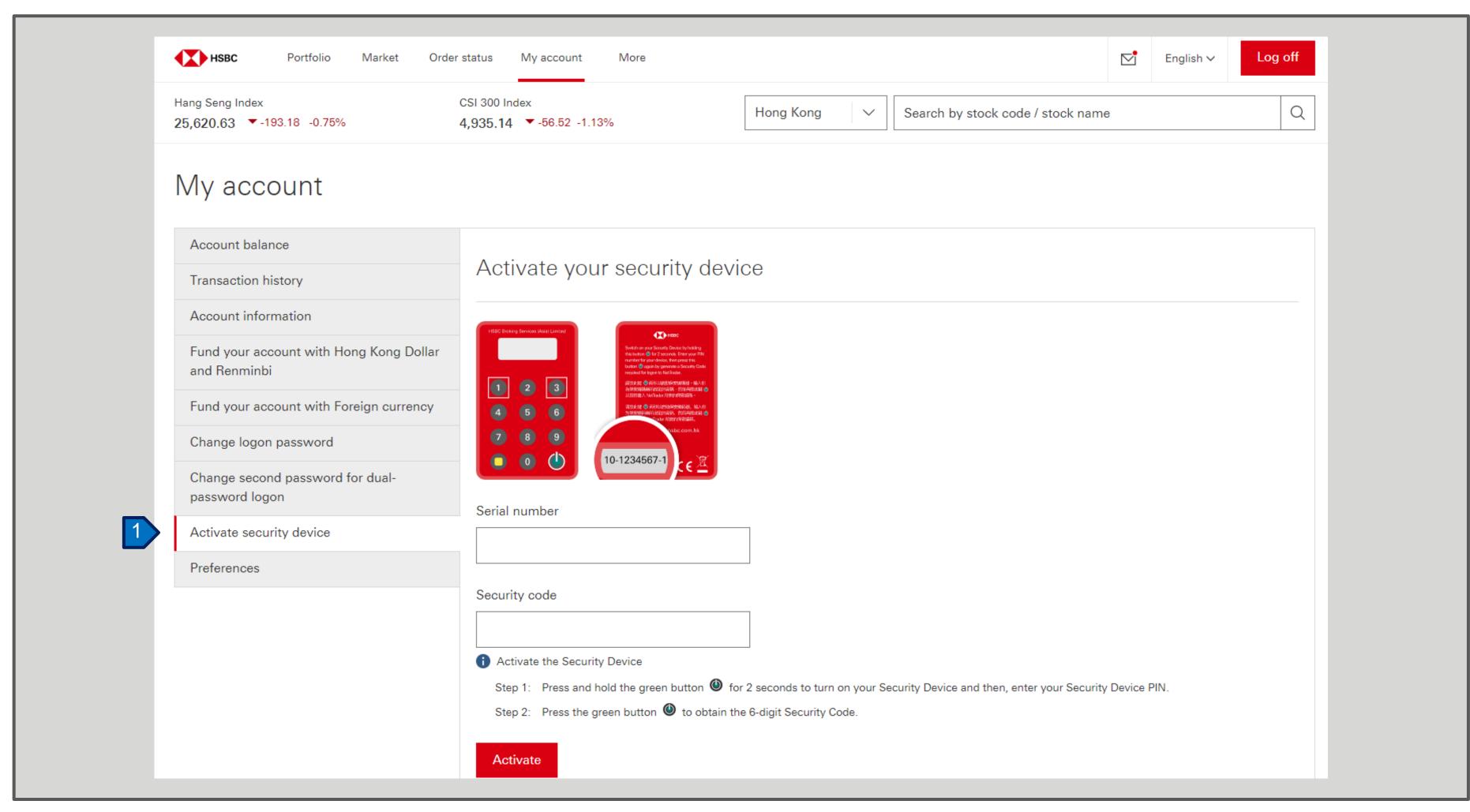
Account Details and Services > Change logon password and Change second password for dual-password logon



1. On the My account page, click-"Change logon password" and/or "Change second password for dualpassword logon". You can follow the steps on screen to change your password(s).



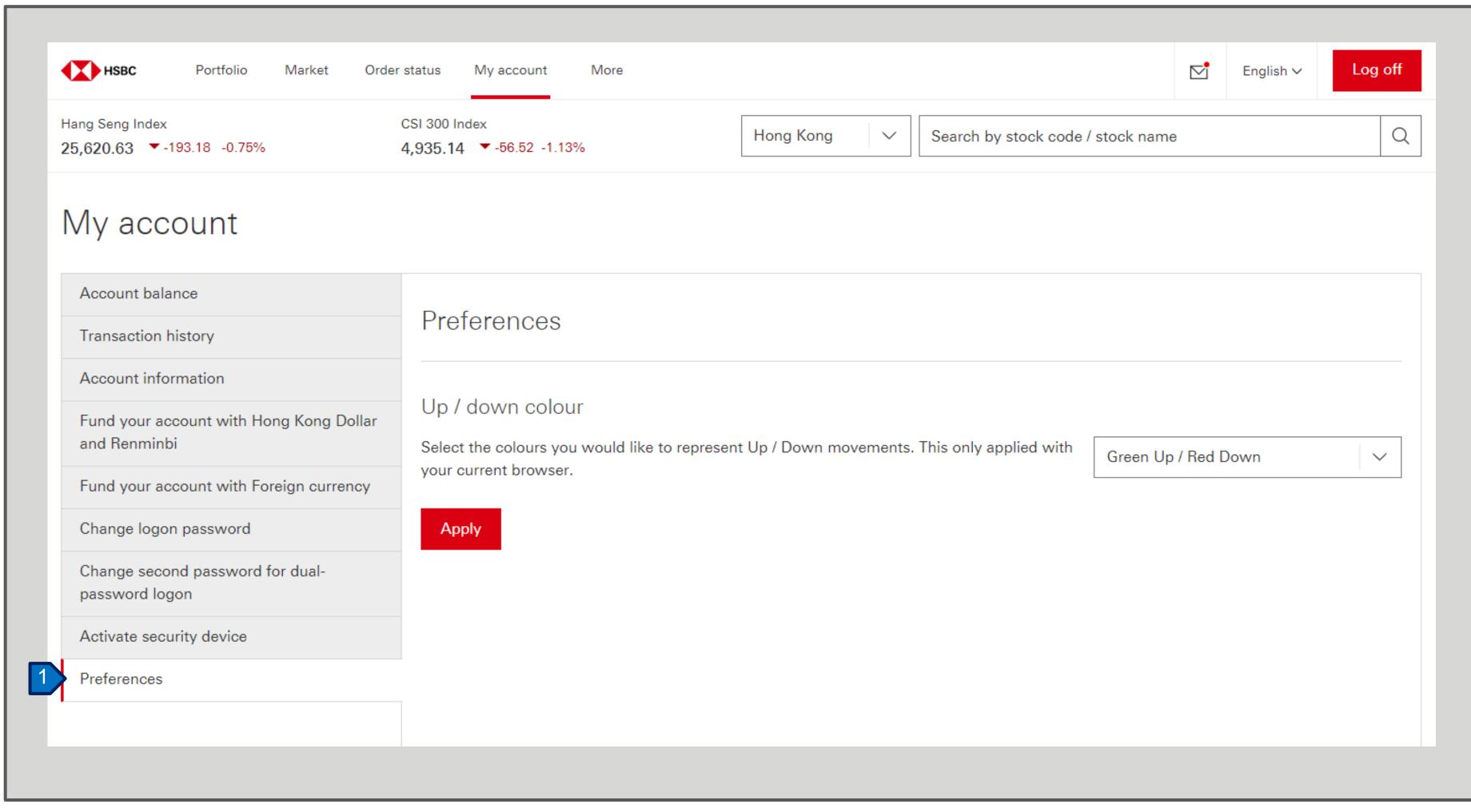
Account Details and Services > Activate security device



1. On the My account page, click "Activate security device". You can follow the steps on screen to activate your security device.



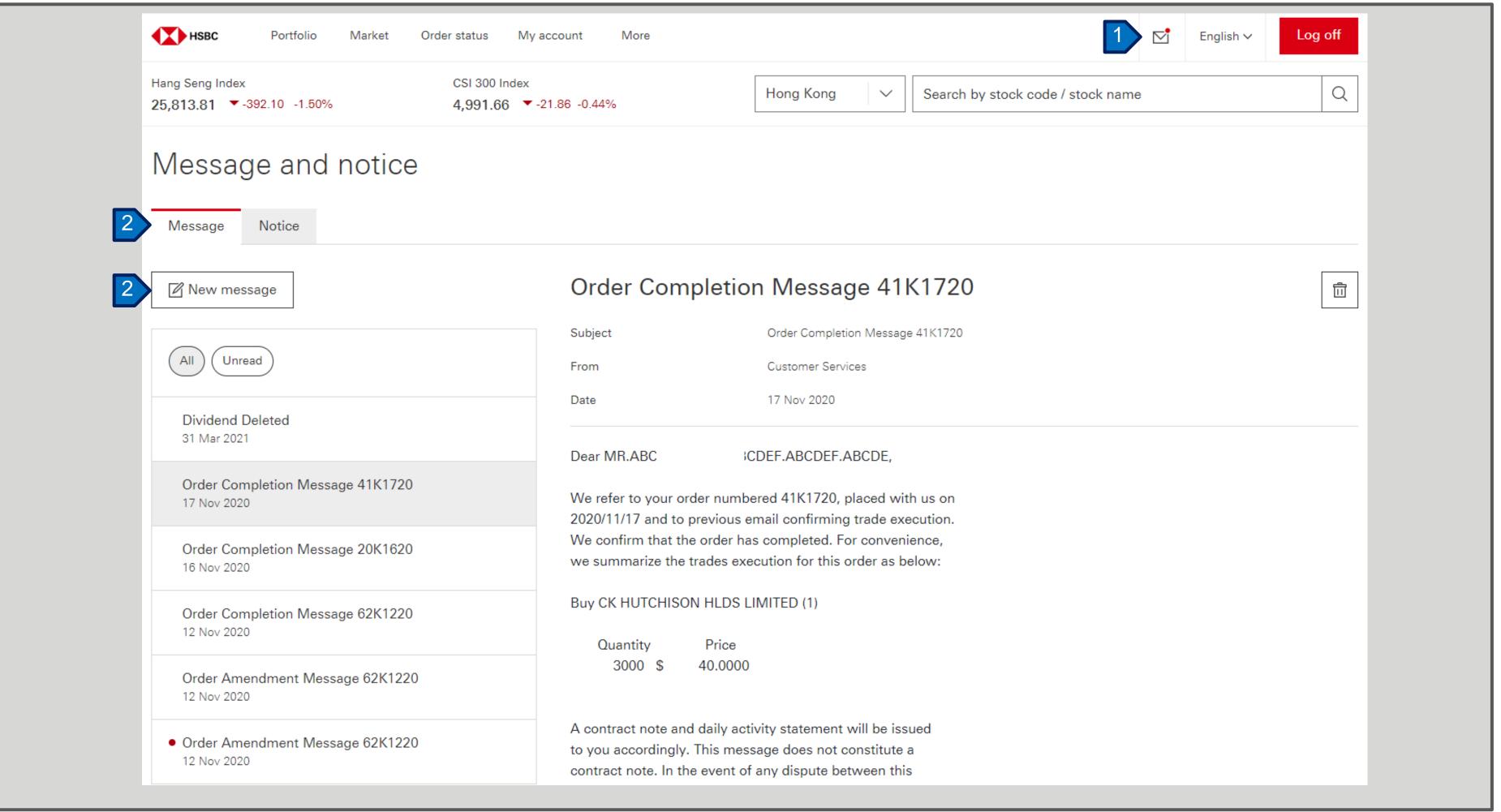
Account Details and Services > Preferences



1. On the My account page, click "Preferences". You can change the up / down colour preferences.



Others > Email and Notice

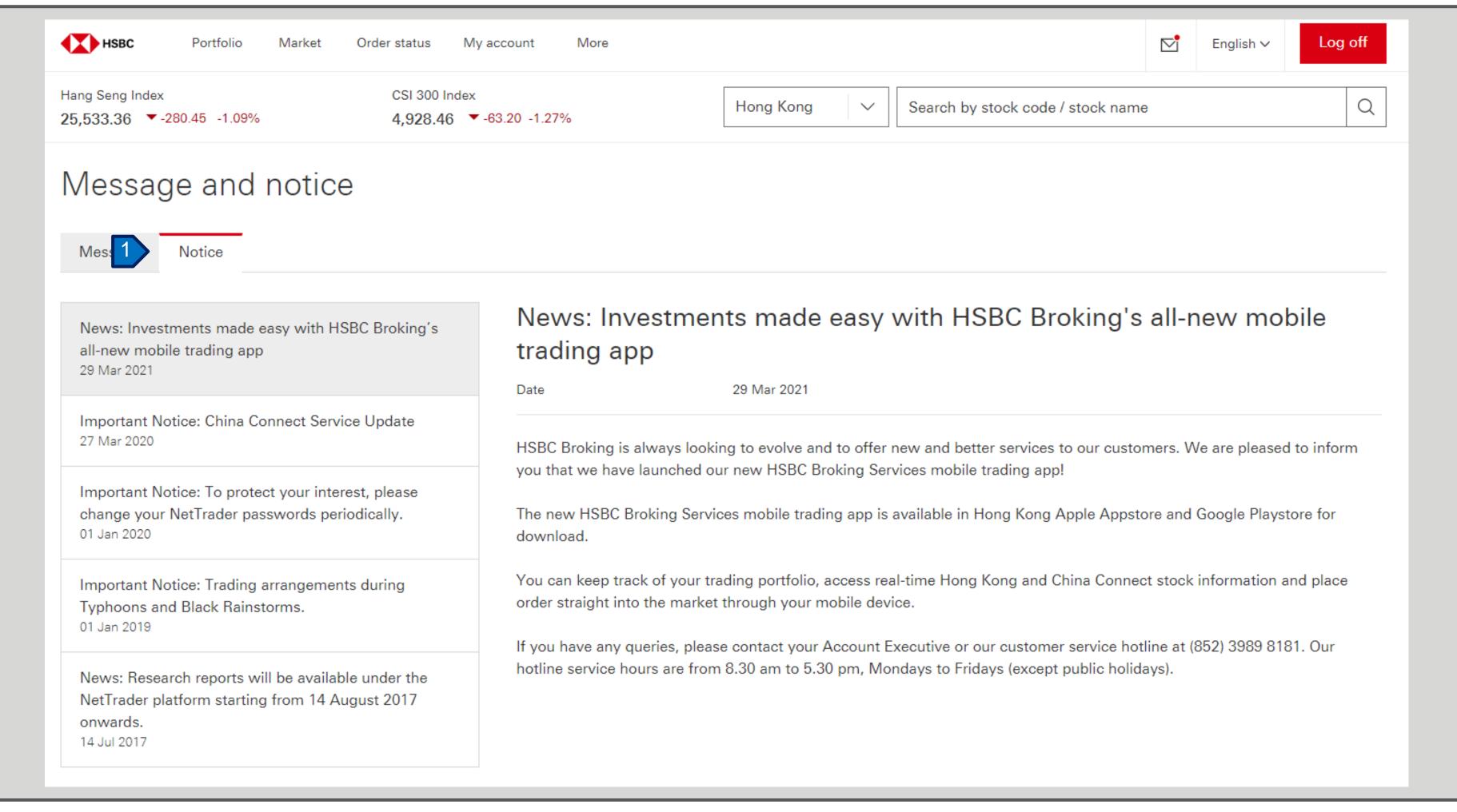


- 1. On any of the pages, you may click the envelope icon to check the message and notice. You can then able to view the message from us.
- 2. You can also send a message to us by clicking "New message". We will get back to you timely.

Please check the Message and notice page regularly.



Others > Email and Notice

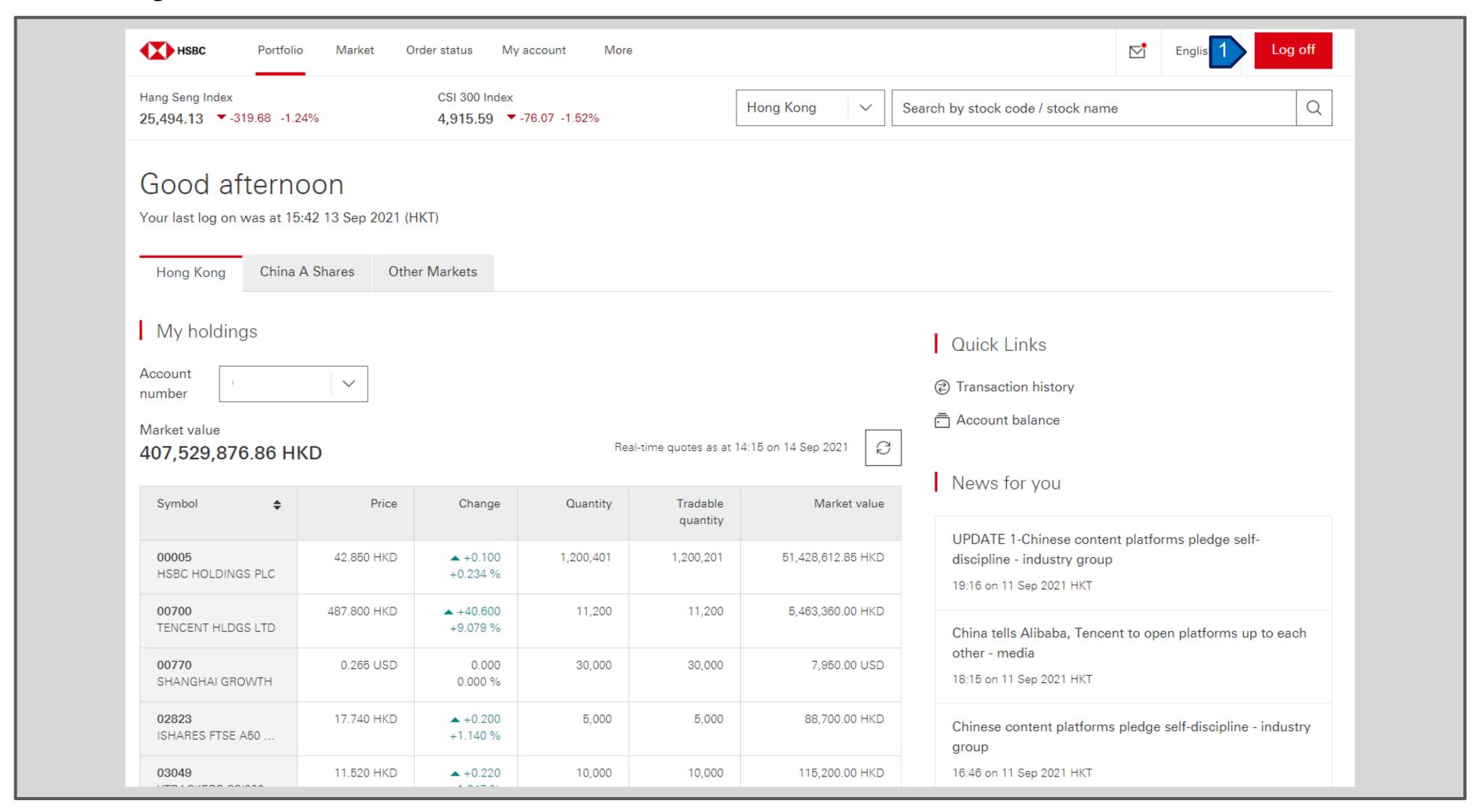


1. On the My account page, click the "Notice" tab, you can then able to view the system notice.

Please check the Message and notice page regularly.



Others > Log off



1. To log off safely, click the "Log off" button.



