### UTRADE HK USER GUIDE



**Last Updated on Sep 2022** 





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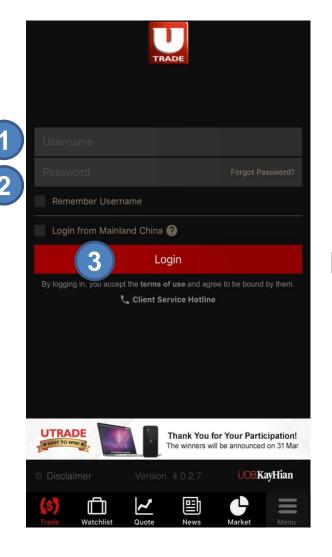
### CONTENT

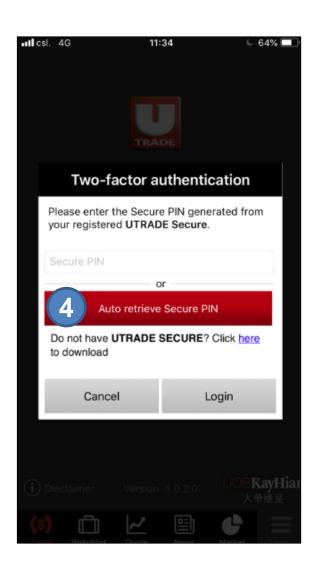
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### Login



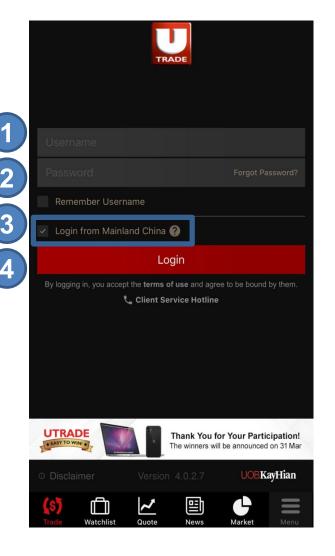


- **STEP 1** Enter your **Username**
- STEP 2 Enter your Password
- STEP 3 Press the Login Button
- STEP 4 Press Auto Retrieve Secure PIN or Input your Secure PIN manually





### Login (For Clients in Mainland China)



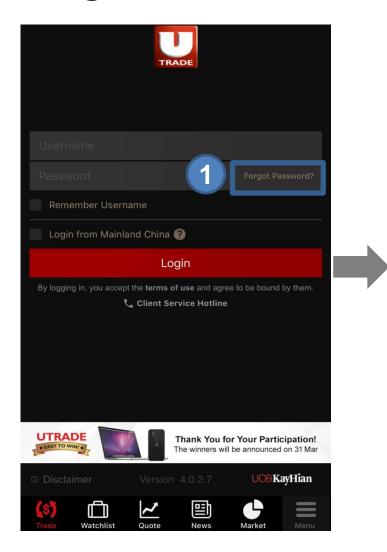


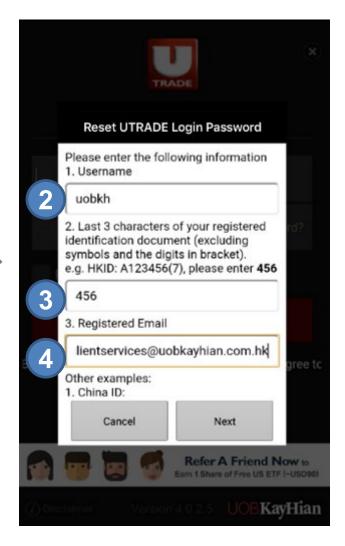
- **STEP 1** Enter your **Username**
- STEP 2 Enter your Password
- **STEP 3** Select Login from Mainland China
- STEP 4 Press the Login Button
- STEP 5 Press Auto Retrieve Secure PIN or Input your Secure PIN manually





### **Forgot Password**



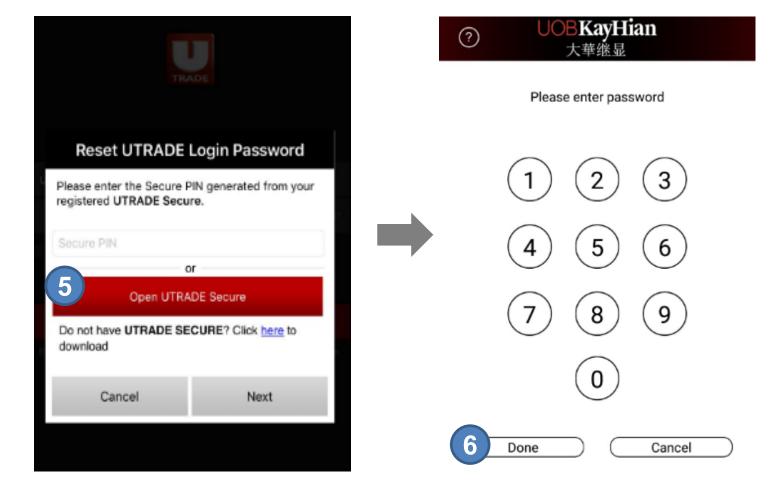


- STEP 1 Press "Forgot Password?" on login page
- **STEP 2** Enter your **Username**
- STEP 3 Enter Last 3 characters of your registered identification document
- STEP 4 Enter your **Registered Email** (The email address you registered for receiving email statement.)





### **Forgot Password**



**STEP 5** Press **Open UTRADE Secure** 

**STEP 6** Enter your **UTRADE Secure Password** 

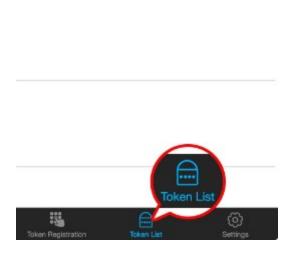


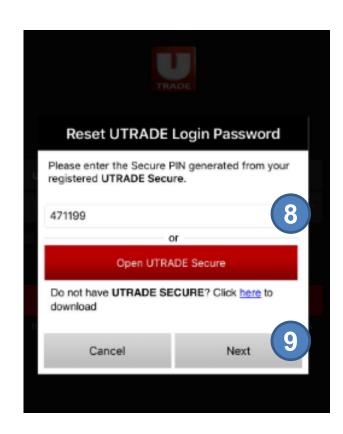


### **Forgot Password**









**STEP 7** Press **Generate PIN** 

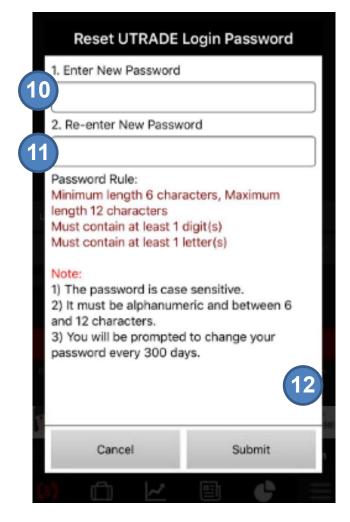
STEP 8 Go back to UTRADE HK and enter the Secure PIN

STEP 9 Press Next





### **Forgot Password**



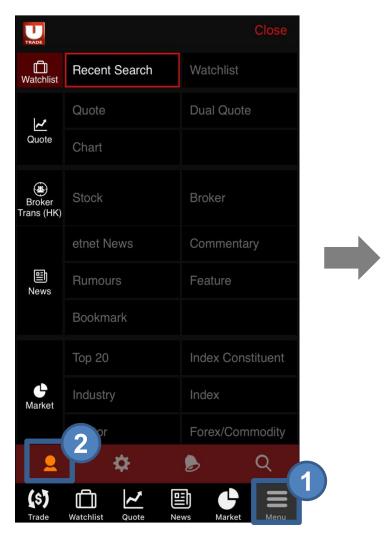
- STEP 10 Enter New Password \*
- STEP 11 Re-enter New Password
- **STEP 12** Press **Submit**
- STEP 13 New password will be effective immediately. You need to re-login using new password

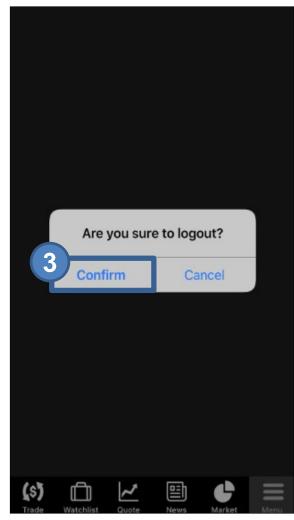




<sup>\*</sup> The new password is case sensitive, must be alphanumeric and between 6 and 12 characters.

### Logout





STEP 1 Go to Menu page

STEP 2 Click the Logout Icon

**STEP 3 Confirm** Logout

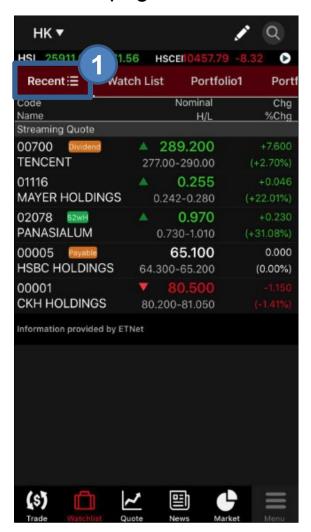


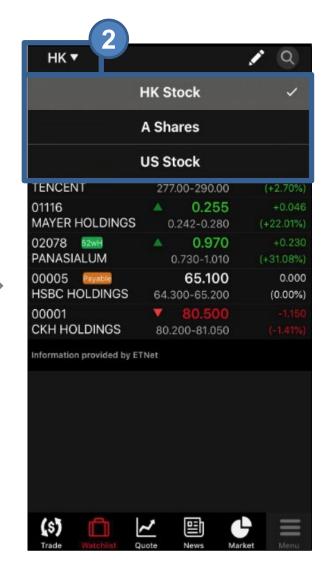


#### **Recent Search**

You can check the stock price of the Recent Searched stocks

from this page





STEP 1 Select Recent

STEP 2 Select the Market you wish to view from the Top Left Menu

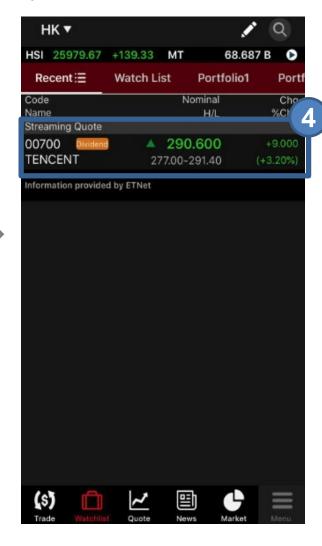
Please note that only 15-min delay quotes are provided in this function, unless clients are subscribers of real time streaming services



#### **Watch List**

You can add your favorite stocks into your Watch List





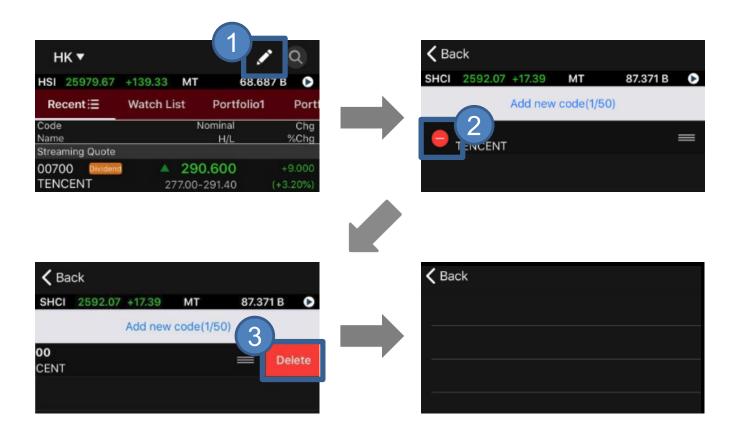
- STEP 1 Go to Quote
- STEP 2 Press the H button
  - \* Streaming users will be able to add stocks to Portfolios
- STEP 3 Select Add to Watch List
- STEP 4 The selected stock will be added into your Watch List





### Edit your watch list

You can delete selected stocks from you Watch List



- STEP 1 Press the Z Edit Button
- STEP 2 Press the Remove Button
- **STEP 3** Press **Delete**
- STEP 4 Your selected stock will be deleted

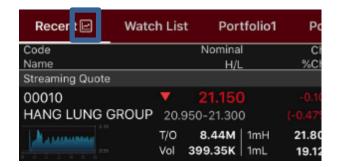


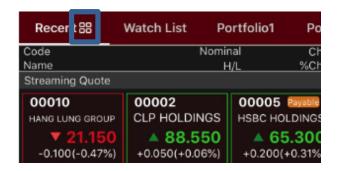


#### View watch list in different formats

You can view your watch list in different formats by clicking the icon next to **Recent** or **Watch List** 







Please note that only 15-min delay quotes are provided in this function, unless clients are subscribers of real time streaming or real-time snapshot services





#### **Search Quote**

You can search the Price Quotes of HK, A and US stocks at **Quote page** 



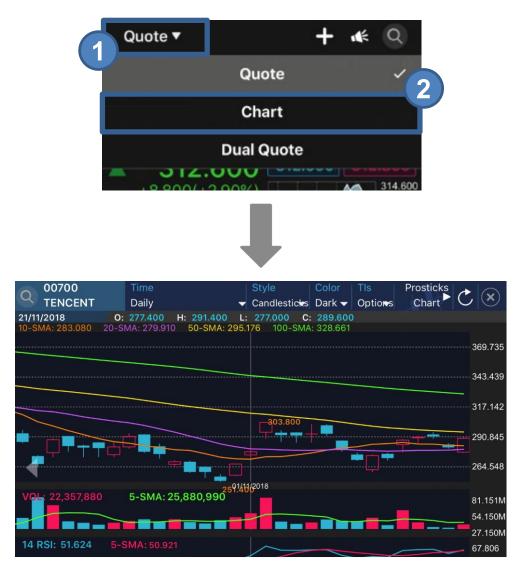
- STEP 1 Press the Search Button
- STEP 2 Press on the top left **HK Stock** button to choose between HK, A-share and US\*
- STEP 3 Enter the stock code that you would want to view
- \* Only available for US real-time streaming users

Please note that only 15-min delay quotes are provided in this function, unless clients are subscribers of real time streaming or real-time snapshot services





#### View the Stock Chart



#### **STEP 1** Press Quote

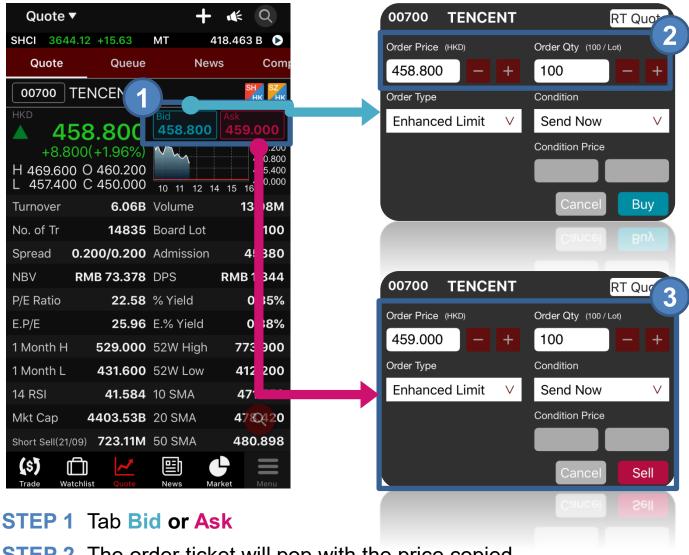
STEP 2 Select Chart from the menu or rotate your device horizontally

Please note that only 15-min delay quotes are provided in this function, unless clients are subscribers of real time streaming services





### **Buy & Sell Shortcut**



STEP 2 The order ticket will pop with the price copied

STEP 3 Amend the order (if necessary) then press the Buy or Sell button

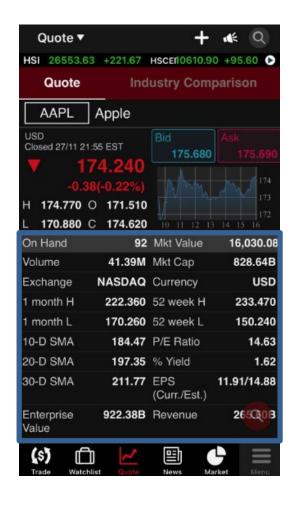


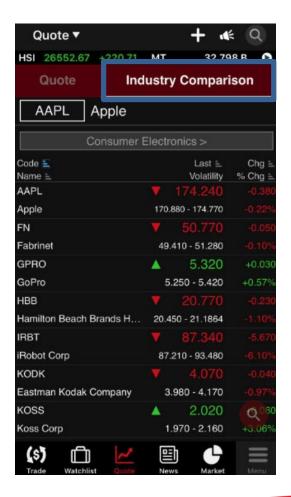


### **Types of Quote Services**

We offer different stock quote services for HK, A-Share and US markets including **Real-time Streaming**, **Real-time Snapshots** and **Real-time Delayed Snapshots**.

For US streaming subscribers, you can view the updated stock prices in real-time including buy/sell price, opening /closing price, previous close price, volume etc. with the Industry Comparison of the quoted stock.

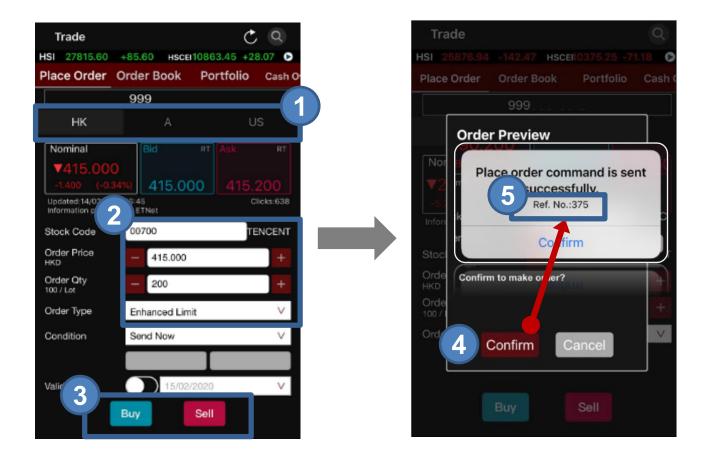








#### **Place Order**

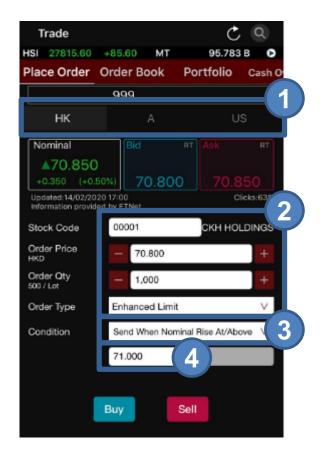


- STEP 1 Select the Market (HK/A/US) tabs at the top
- STEP 2 Input Stock Code, Order Price, QTY and Order Type (You can press Nominal, Bid/Ask prices to copy stock prices directly to Order Sheet)
- STEP 3 Press Buy/Sell button
- STEP 4 Press Confirm button to confirm order detail
- STEP 5 You will see your Order Ref. No. after an order is successfully sent





## Conditional Orders in HK Market – Send When Nominal Rises At/Above

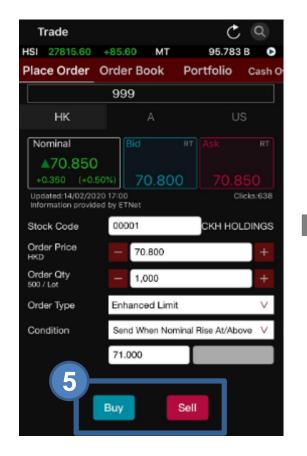


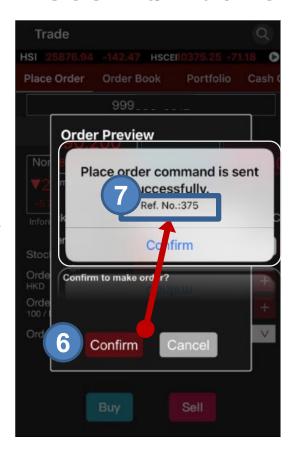
- STEP 1 Select HK on the Market (HK/A/US) tabs at the top
- STEP 2 Input Stock Code, Order Price, QTY and Order Type (You can press Nominal, Bid/Ask prices to copy stock prices directly to Order Sheet)
- STEP 3 Select Send When Nominal Rises At/Above in condition.
- STEP 4 Input Trig. Price (Trigger Price) \*





## Conditional Orders in HK Market – Send When Nominal Rises At/Above





- STEP 5 Press Buy/Sell button
- STEP 6 Press Confirm button to confirm order detail
- STEP 7 You will see your Order Ref. No. after an order is successfully sent

For more details about conditional orders, please visit the User Guide of UTRADE Conditional Orders in HK Market

<sup>\*</sup> Trigger Price cannot be changed when it has already set in ahead. Client should **CANCEL** and **RESET** the order if one wishes to change the Trigger Price





## Conditional Orders in HK Market – Send When Nominal Falls At/Below

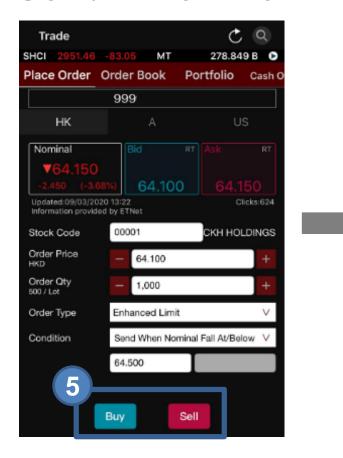


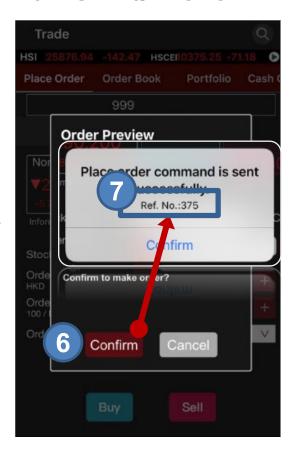
- STEP 1 Select HK on the Market (HK/A/US) tabs at the top
- STEP 2 Input Stock Code, Order Price, QTY and Order Type (You can press Nominal, Bid/Ask prices to copy stock prices directly to Order Sheet)
- STEP 3 Select Send When Nominal Falls At/Below in condition.
- STEP 4 Input Trig. Price (Trigger Price) \*





## Conditional Orders in HK Market – Send When Nominal Falls At/Below





- STEP 5 Press Buy/Sell button
- STEP 6 Press Confirm button to confirm order detail
- STEP 7 You will see your **Order Ref. No.** after an order is successfully sent

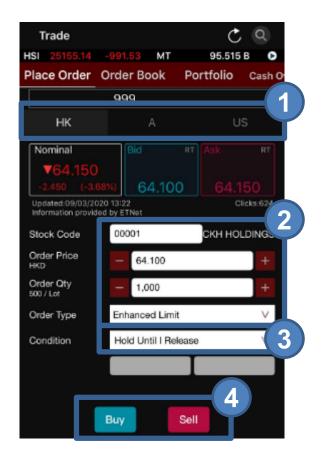
For more details about conditional orders, please visit the User Guide of UTRADE Conditional Orders in HK Market

<sup>\*</sup> Trigger Price cannot be changed when it has already set in ahead. Client should **CANCEL** and **RESET** the order if one wishes to change the Trigger Price





## Conditional Orders in HK Market – Hold Until I Release

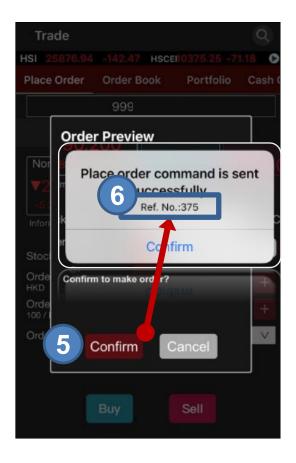


- STEP 1 Select HK on the **Market** (HK/A/US) tabs at the top
- STEP 2 Input Stock Code, Order Price, QTY and Order Type (You can press Nominal, Bid/Ask prices to copy stock prices directly to Order Sheet)
- STEP 3 Select Hold Until I release in condition.
- STEP 4 Press Buy/Sell button





## Conditional Orders in HK Market – Hold Until I Release

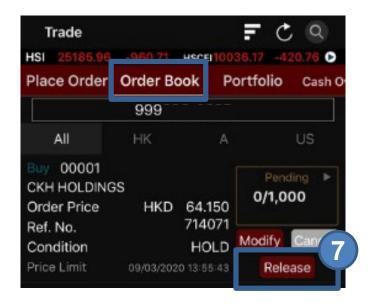


- STEP 5 Press Confirm button to confirm order detail
- STEP 6 You will see your **Order Ref. No.** after an order is successfully submitted





## Conditional Orders in HK Market – Hold Until I Release



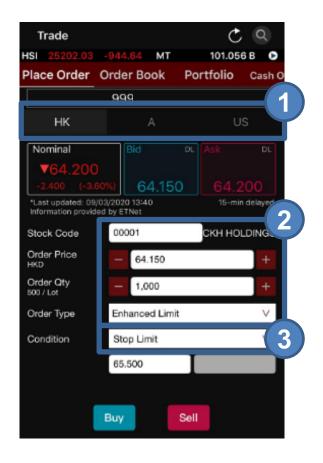
STEP 7 Choose Order Book and press Release button to release the order to market.

For more details about conditional orders, please visit the User Guide of UTRADE Conditional Orders in HK Market





## Conditional Orders in HK Market – Stop Limit

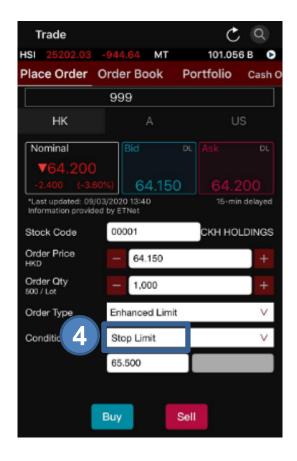


- STEP 1 Select HK on the Market (HK/A/US) tabs at the top
- STEP 2 Input Stock Code, Order Price, QTY and Order Type (You can press Nominal, Bid/Ask prices to copy stock prices directly to Order Sheet)
- STEP 3 Select Stop Limit in condition





## Conditional Orders in HK Market – Stop Limit



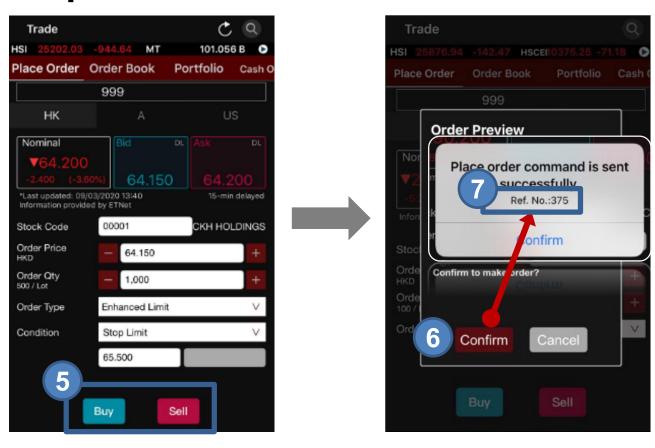
#### **STEP 4** Input **Trig. Price** (Trigger Price) \*

- (1) The Trigger Price of a <u>Buy</u> Stop Limit Order must be equal or lower than Order Price; the Order Price and Trigger Price must be higher than Nominal Price.
- (2) The Trigger Price of a <u>Sell</u> Stop Limit Order must be equal or higher than Order Price; the Order Price and Trigger Price must be lower than Nominal Price.
- \* Trigger Price cannot be changed when it has already set in ahead. Client should **CANCEL** and **RESET** the order if one wishes to change the Trigger Price.





## Conditional Orders in HK Market – Stop Limit



- STEP 5 Press Buy/Sell button
- STEP 6 Press Confirm button to confirm order detail
- STEP 7 You will see your **Order Ref. No.** after an order is successfully sent

For more details about conditional orders, please visit the User Guide of UTRADE Conditional Orders in HK Market





# Conditional Orders in HK Market – OCO (One Cancels the Other)



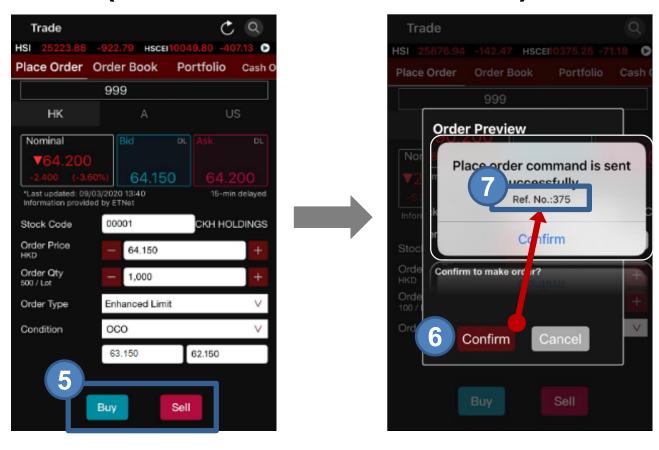
- STEP 1 Select HK on the Market (HK/A/US) tabs at the top
- STEP 2 Input Stock Code, Order Price, QTY and Order Type (You can press Nominal, Bid/Ask prices to copy stock prices directly to Order Sheet)
- STEP 3 Select OCO in condition.
- STEP 4 Input Trig. Price (Trigger Price) (4a)\* and Stop Price (4b)

<sup>\*</sup> Trigger Price cannot be changed when it has already set in ahead. Client should **CANCEL and RESET** the order if one wishes to change the Trigger Price





# Conditional Orders in HK Market – OCO (One Cancels the Other)



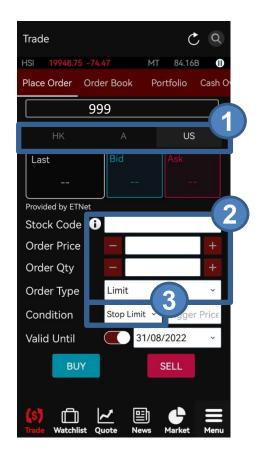
- STEP 5 Press Buy/Sell button
- STEP 6 Press Confirm button to confirm order detail
- STEP 7 You will see your **Order Ref. No.** after an order is successfully sent

For more details about conditional orders, please visit the User Guide of UTRADE Conditional Orders in HK Market





# Conditional Orders in US Market – Stop Limit

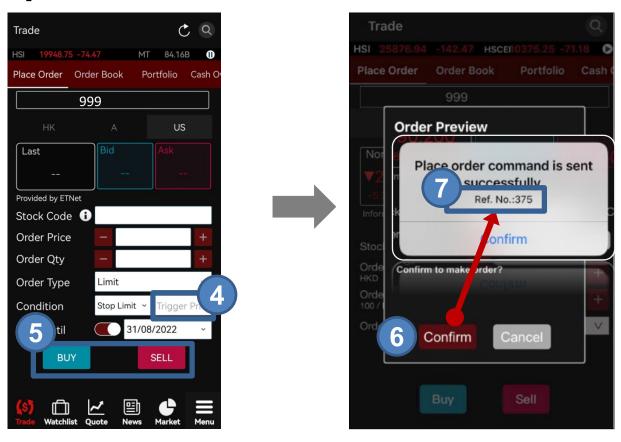


- STEP 1 Select US on the Market (HK/A/US) tabs at the top
- STEP 2 Input Stock Code, Order Price, QTY and Order Type (You can press Nominal, Bid/Ask prices to copy stock prices directly to Order Sheet)
- STEP 3 Select Stop Limit in condition





# Conditional Orders in US Market – Stop Limit



- STEP 4 Input Trig. Price (Trigger Price) \*
- STEP 5 Press Buy/Sell button
- STEP 6 Press Confirm button to confirm order detail
- STEP 7 You will see your Order Ref. No. after an order is successfully sent
- (1) The Trigger Price of a <u>Buy</u> Stop Limit Order must be equal or lower than Order Price; the Order Price and Trigger Price must be higher than Nominal Price.
- (2) The Trigger Price of a <u>Sell</u> Stop Limit Order must be equal or higher than Order Price; the Order Price and Trigger Price must be lower than Nominal Price.
- \* Trigger Price cannot be changed when it has already set in ahead. Client should **CANCEL** and **RESET** the order if one wishes to change the Trigger Price.





# HK and US stocks – Good-Till-Date (GTD) Orders

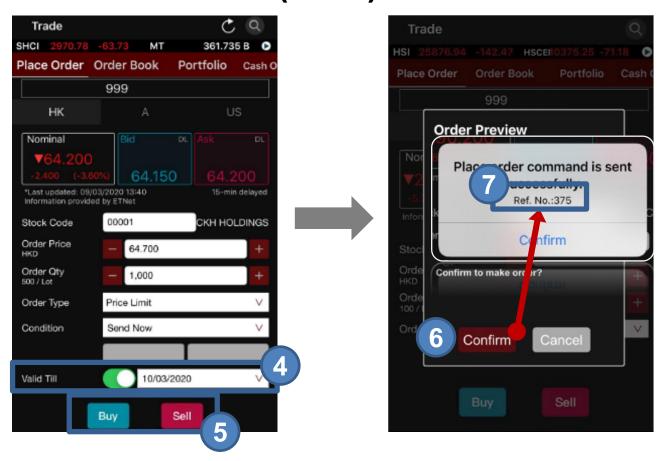


- STEP 1 Select HK or US on the Market (HK/A/US) tabs at the top
- STEP 2 Input Stock Code, Order Price, QTY and Order Type (You can press Nominal, Bid/Ask prices to copy stock prices directly to Order Sheet)
- STEP 3 Select Price Limit in Order Type and Send Now or Stop Limit in Condition





# HK and US stocks – Good-Till-Date (GTD) Orders

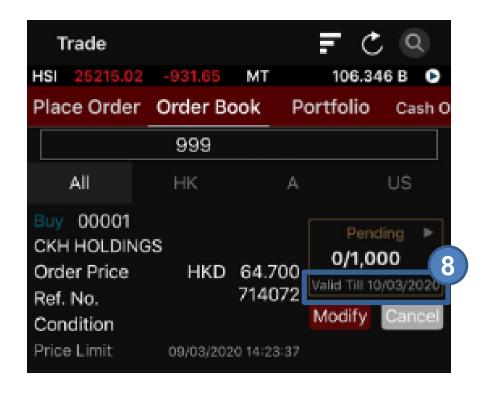


- STEP 4 Turn on the on/off button next to Valid Till. Then choose the preferred expiry date
- STEP 5 Press Buy/Sell button
- STEP 6 Press Confirm button to confirm order detail
- STEP 7 You will see your **Order Ref. No.** after an order is successfully sent





# HK and US stocks – Good-Till-Date (GTD) Orders



STEP 8 Order will be available to view under "Order Book".

The expiry date will be displayed below order status.

This function is available for HK and US stocks and only Price Limit order with condition set as "**Send Now**" or "**Stop Limit**".

Good-Till-Date (GTD) order allows your trade to remain valid for up to 14 calendar days.





# HK and US stocks – Good-Till-Date (GTD) Orders

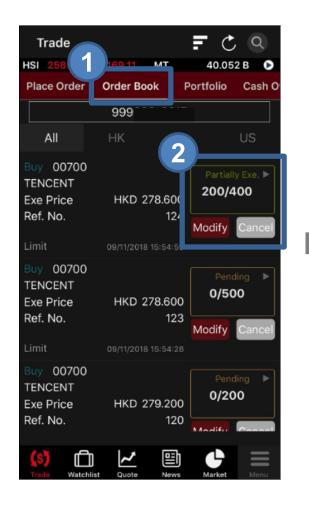
#### Disclaimer of HK and US stocks - Good-Till-Date (GTD) Orders

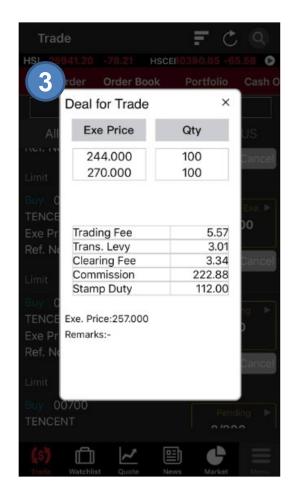
- GTD orders are sent to the market during market open everyday.
   The GTD order will be rejected if there are not enough funds or stock holdings in client's portfolio.
- All rejected GTD orders (including any rejected order caused by unforeseeable events or system disruptions) will be cancelled. Clients should pay attention to the order status/expiry date and place the orders again if needed.
- 3. The order details of GTD orders (including but not limited to the quantity and price) will not be adjusted automatically by any corporate actions from the stock-issuing company, including but not limited to stock consolidation or split. The instructions of the GTD order will remain valid till the expiry date. Clients should closely monitor the status and any relevant information so as to amend the order details accordingly.
- 4. The maximum validity for the GTD order is 14 calendar days, which will commence from the day after the GTD order is placed, based on HK Time.
- 5. The unfulfilled quantity of a valid GTD order will be carried forward to the next trading day.





#### **Order Book - Track Order**



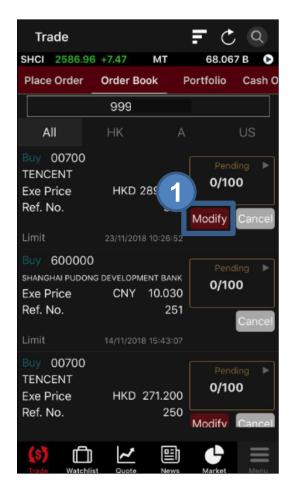


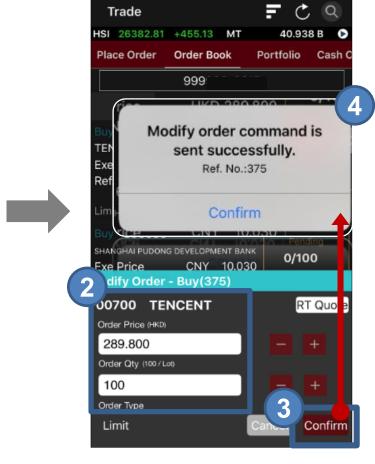
- STEP 1 Go to Order Book
- STEP 2 Click on the Order Status
- STEP 3 View the Order Breakdowns, Charges and other information





#### **Order Book - Modify Order**





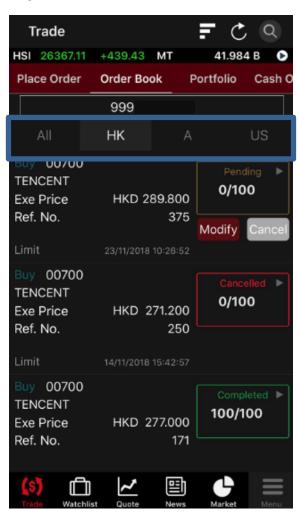
- **STEP 1** Press **Modify**
- STEP 2 Amend your Order details
- **STEP 3** Press Confirm
- STEP 4 You will get a message after the Order is successfully amended and sent to the market





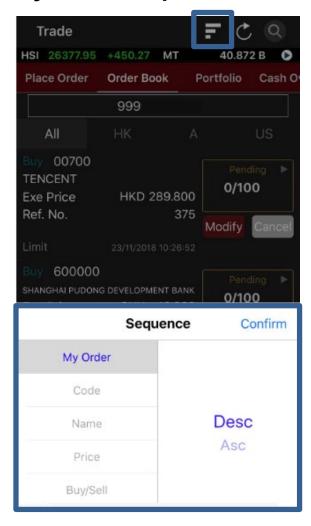
#### **Order Book - Filter Your Order Book**

#### By Market



Select **Market** by using the Market Tabs (All, HK, A or US)

#### **By Other Sequences**



Press the sorting button on the top and select your sorting sequence

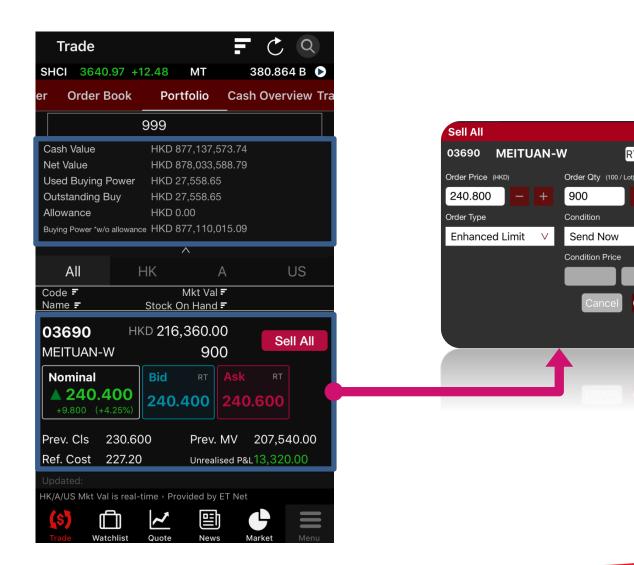


#### **Portfolio**

Click **Portfolio** to view your portfolio including **Total Cash Value**, **Net Value**, **Used Buying Power**, **Outstanding Buy**, **Allowance** and **Buying Power without allowance**.

#### **Sell Trade Shortcut:**

Press Sell All to sell all stock holdings you have on hand





RT Quote

Confirm



#### **Portfolio**



Total Cash Value: Total Cash (CNY, HKD, USD, etc.) on hand

Net Value: Total Market Value + Total Cash Value

Used Buying Power: Buying Power for pending buy order;

- Cash Account: The Order Value of pending buy order

Margin Account: The Order Value of queuing buy order x (1 - margin ratio %)

Outstanding Buy: Market Value for pending buy order

**Allowance**: For internet trade only;

- <u>Cash Account</u>: Order can be placed without good fund if Cash Balance +
   Order Size is smaller than the allowance amount
- Margin Account: Order can be placed if Buying Power or Margin Call + Order Size is smaller than Buying the allowance amount

#### Buying power \*w/o allowance:

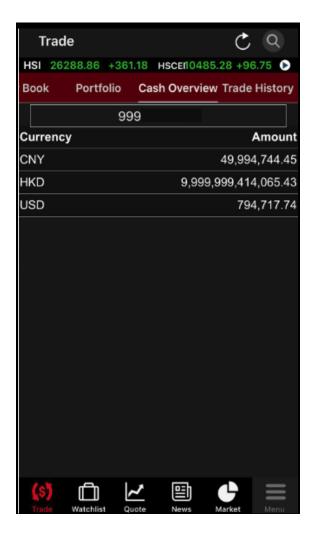
- Cash Account: Cash Used Buying Power
- Margin Account: Cash + min (stock margin value, credit limit) Used Buying Power





#### **Cash Overview**

Click **Cash Overview** to view all your currencies at a glance, such as **HKD**, **CNY**, **USD** and other applicable currencies.

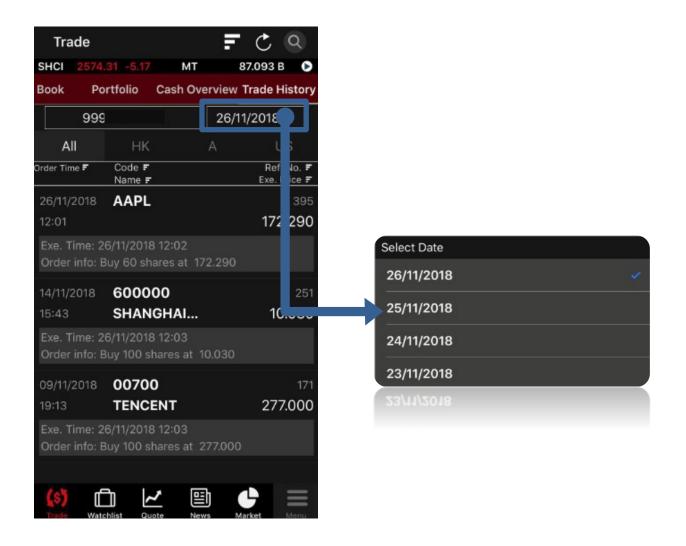






### **Trade History**

Click **Trade History** and select a date to view all the orders executed with its **Order Info** and **Exe. Time**. The Trade History is up to **7 Days**.

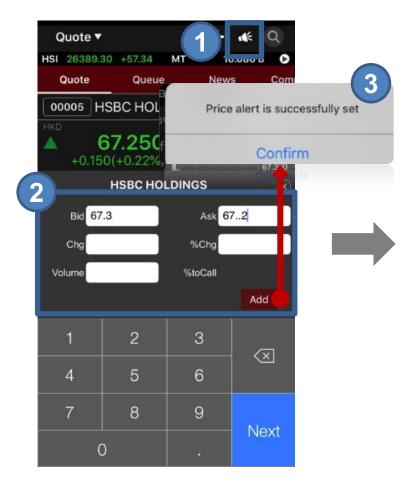


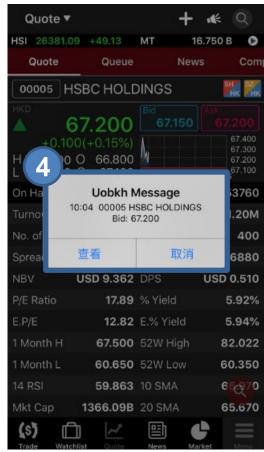




### PRICE ALERT (HK Streaming Users Only)

#### **Set Your Price Alerts**





- STEP 1 Press the key button
- STEP 2 Set your alerted criteria and click Add
- STEP 3 Confirmation message pop when the criteria is set
- STEP 4 A notification will pop when the criteria is triggered

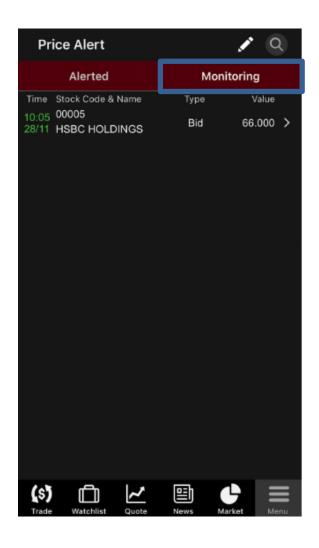


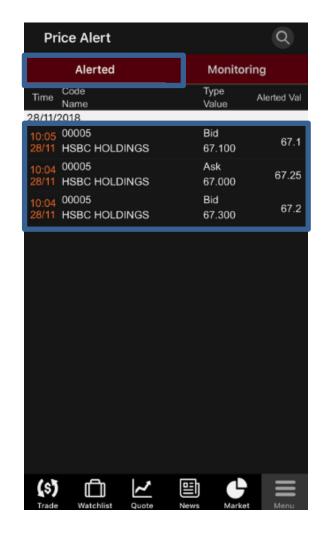


### PRICE ALERT (HK Streaming Users Only)

## You can monitor your Price Alerts by going to **MENU > Price Alert > Monitoring**

All the alerted history will be available at the Alerted page





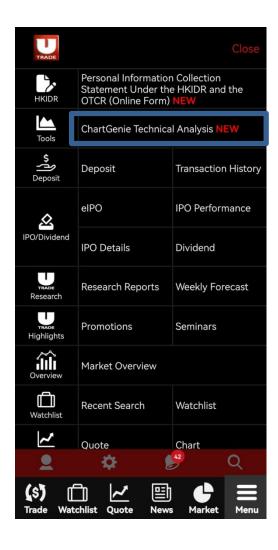


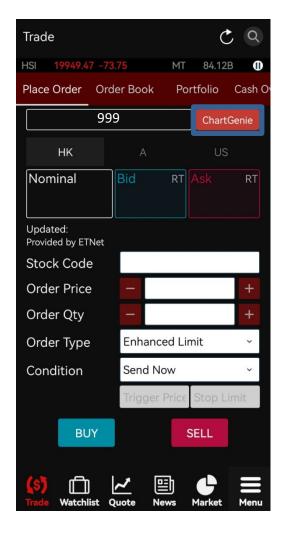


#### CHARTGENIE TECHNICAL ANALYSIS

#### Access to ChartGenie Technical Analysis via

- MENU > ChartGenie Technical Analysis
- Trade > ChartGenie



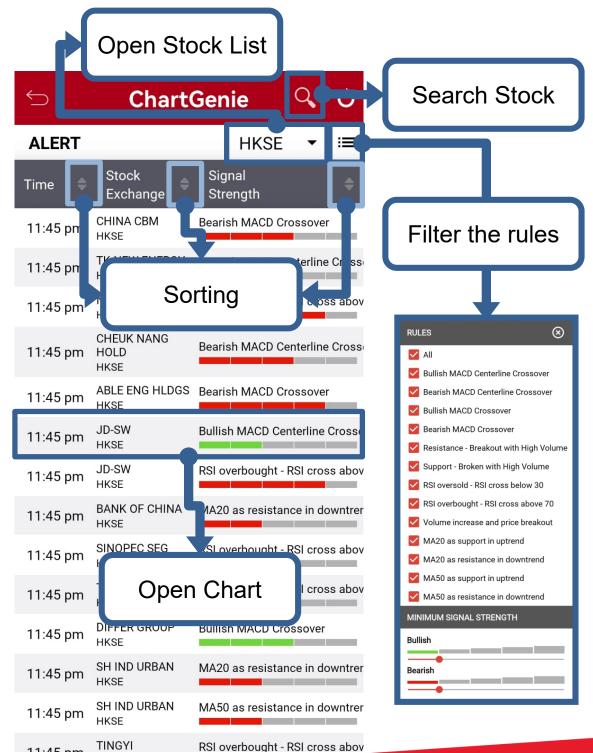






#### CHARTGENIE TECHNICAL ANALYSIS

You may view different stock alerts with sorting and filtering functions

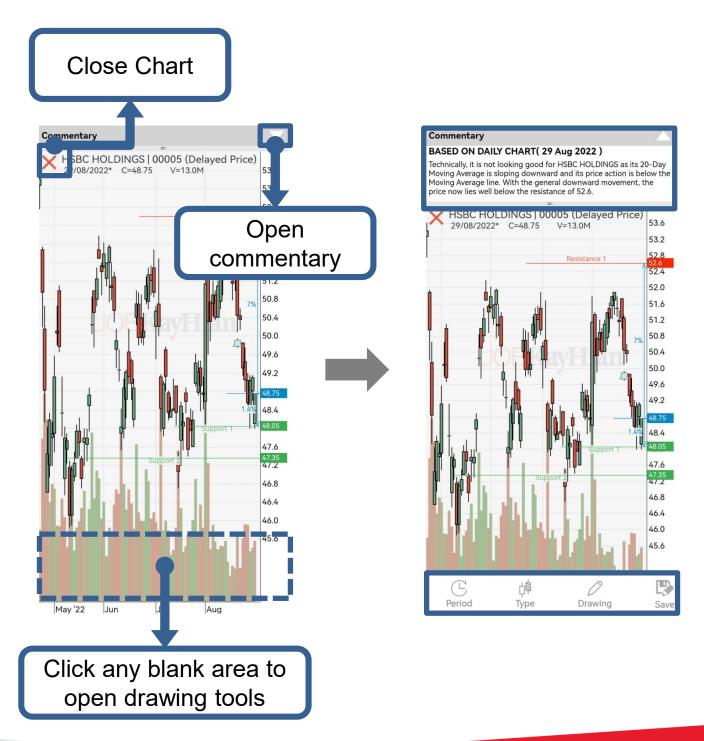






#### CHARTGENIE TECHNICAL ANALYSIS

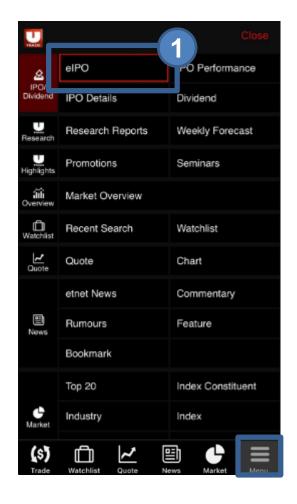
You may view commentary of the stock and use different drawing tools when accessing to the chart







### e-IPO Subscription



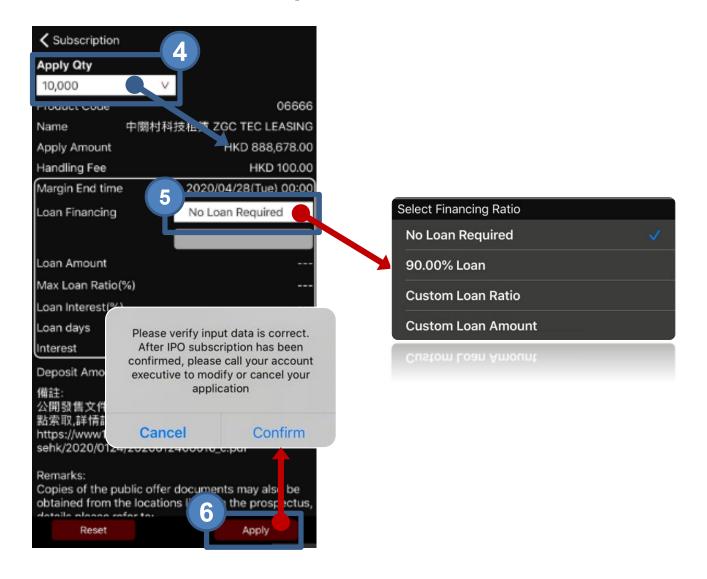


- STEP 1 Choose eIPO in Menu
- STEP 2 System will show the list of available IPOs and related information such as IPO Product Name, Application Start Time and End Time, Offering Price and Maximum Loan Ratio etc. You can open the prospectuses by pressing Prospectuses
- STEP 3 Click "Apply" and the "Terms, Conditions & Disclaimer" window will pop up. If you agree with the details, click "Accept"





### e-IPO Subscription



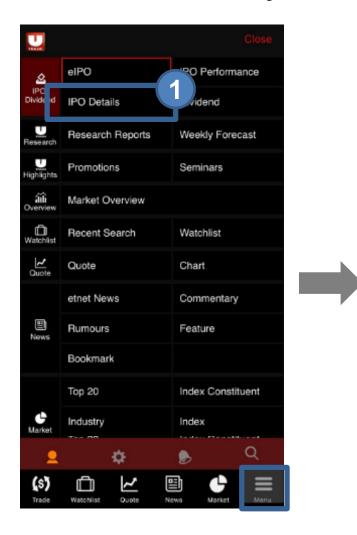
- STEP 4 Input **Apply Qty**, system will show the corresponding Apply Amount underneath.
- STEP 5 Set your Loan Amount / Ratio; for application that does not require loan, select No Loan Required
- STEP 6 Press Apply and Confirm





### e-IPO Subscription

You can review your subscription history by going to **MENU** > **eIPO** > **History** 





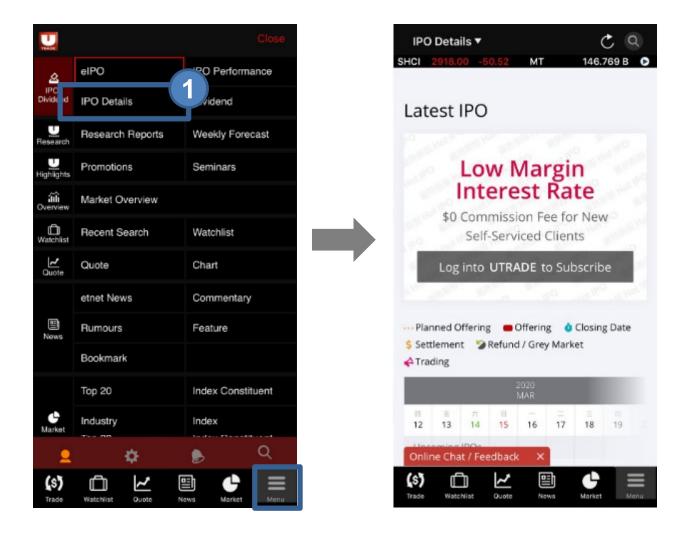
- STEP 1 Select eIPO in Menu
- **STEP 2** Select **History**
- STEP 3 The application is displayed. You can review the Apply Qty, Apply Amount, Loan Amount and Deposit Amount.





#### **IPO Details**

You can view IPO Subscription Information such as Date of Offering, Closing Date, Date of Refund/Grey Market, Oversubscription etc.



Select IPO Details in Menu



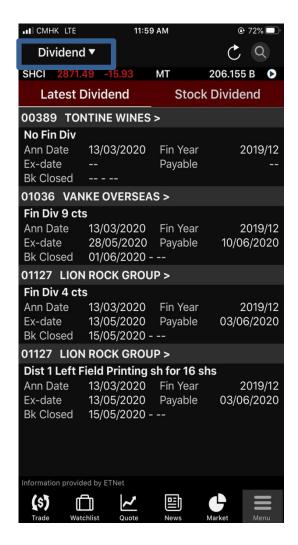


#### **IPO** Performance

At **IPO Performance**, you can find the most updated **Listing IPO** and **IPO News**.

By selecting **Dividend**, you can find the most updated information and all the past records of dividend from the listed companies.



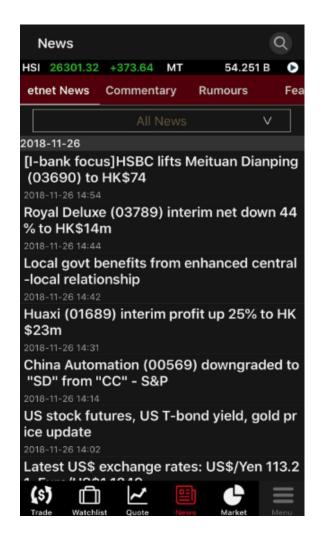


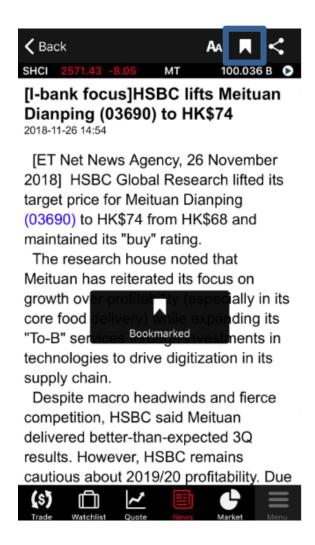




#### **NEWS**

Select **News** to access **news from ETNET**, **Commentary**, **Rumors**, **Features** and **Bookmark**.





#### TIPS:

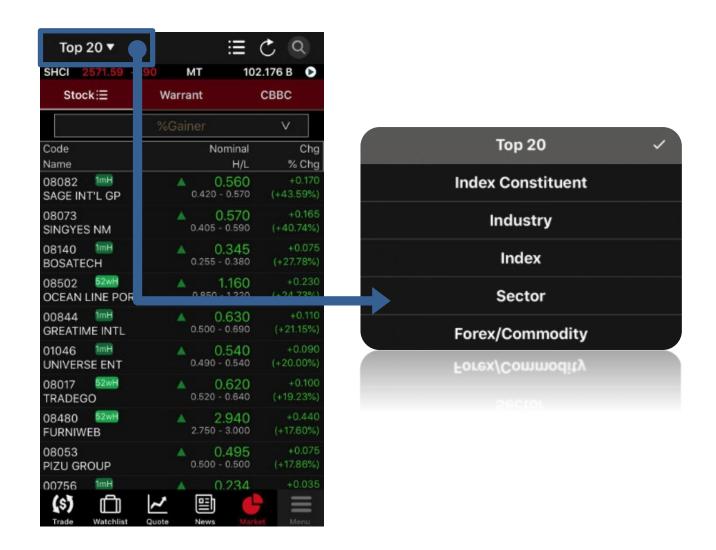
Click the **Bookmark** button on the top right to save News. Go to **News** > **Bookmark** to view your saved news





### **MARKET**

Select Market, there are information of Top 20, Index Constituent, Industry, Index, Sector and Forex/Commodity.

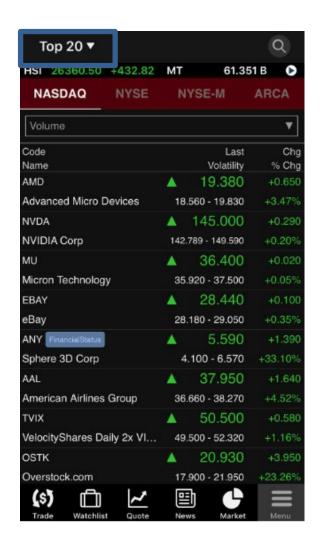


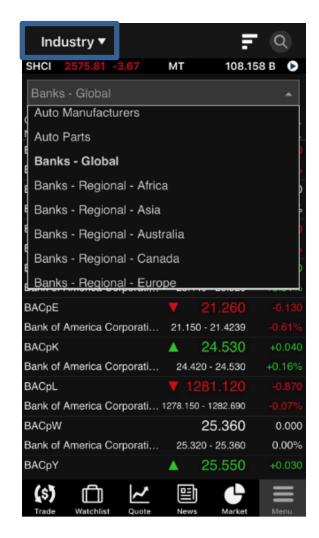




### MARKET (US) (US Streaming Subscribers Only)

At Market (US), there are information of Top 20, Volume of different US exchanges, Index Constituent and Industry.





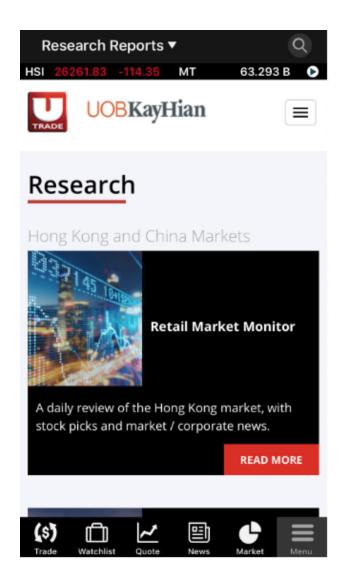




#### UTRADE RESEARCH

#### Research Reports

Login and access to Research reports of UOB Kay Hian including **Daily Commentary**, **Technical Analysis**, **US Daily Forecast** and **Stock Reports**.





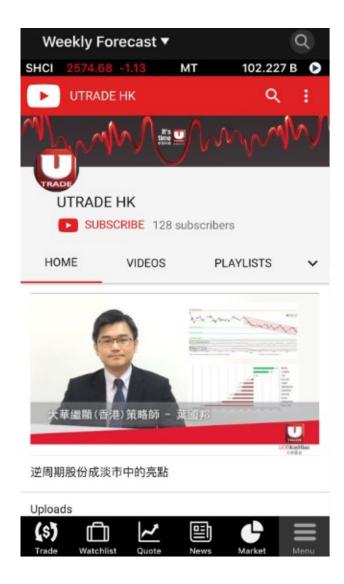




### **UTRADE RESEARCH**

### **Weekly Forecast**

Market Commentary videos offer you a quick review of major market issues. (Cantonese only)

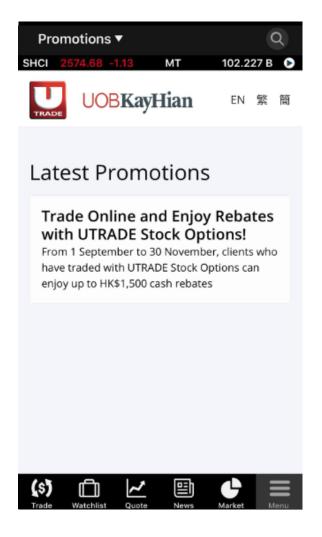






#### **UTRADE HIGHLIGHTS**

#### **Promotion**



You may find the most updated promotion and new product launch by UOB Kay Hian

#### **Seminar**

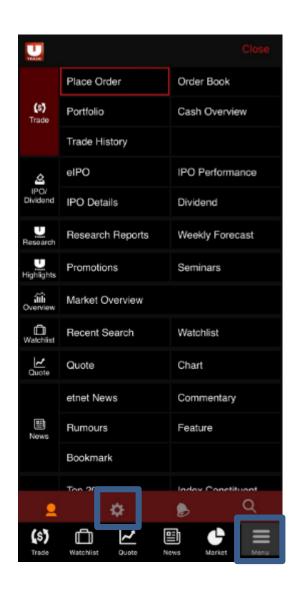


You can view the latest information of our monthly seminar and register directly





Go to **MENU** and press the **Setting** button to customize the app behaviours including **Language**, **Price Up/Down Colour**, **Shortcut Buttons** and **Notification** Settings.



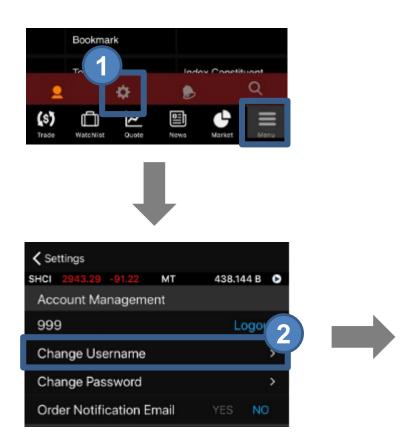








### **Change Username**





- STEP 1 Select 🔯 in menu
- STEP 2 Select Change Username under Account Management
- **STEP 3** Press **Update** after you input new username

Confirmation will pop out after you have successfully changed username. Press **Confirm**.

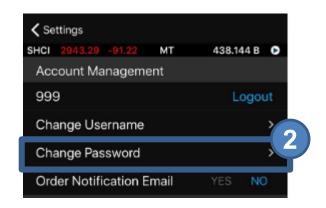
If system replies error message, e.g. Login ID has already been used by other user, please repeat the above steps with another username.





### **Change Password**





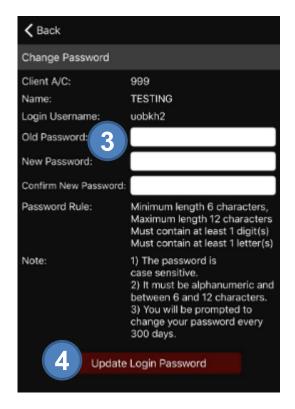
STEP 1 Select 🔯 in menu

STEP 2 Select Change Password under Account Management





### **Change Password**



STEP 3 Input Old Password, New Password \* and Confirm New Password respectively

STEP 4 Press Update Login Password

Confirmation will pop out after you have successfully changed username. Press **Confirm**.

If system replies error message, e.g. password needs to have at least 1 numeric digits, please repeat the above steps with another password.

\*The new password is case sensitive, must be alphanumeric and between 6 and 12 characters.





#### **Order Notification Email**





- STEP 1 Select 📓 in menu
- STEP 2 Order Notification Email is under Account Management
- **STEP 3** If you wish to receive Order Notification Email, select **YES**.
- STEP 4 If you wish NOT to receive Order Notification Email, select **NO**. Then press **Confirm** to declare that you understand and accept the risk.





### ASSISTANCE AND FEEDBACK

Please contact Client Services Hotline at (852) 2136 1818 or email to clientservices@uobkayhian.com.hk for any assistance or feedback.



