MIB SECURITIES

MIB TRADE HK (FOREIGN STOCKS)
INTERNET TRADING PLATFORM

User Manual (English Version)

DEC 2021 Edition

Table of Contents

Important Notes 1

Assistance and Feedback 1

Introduction 2

Chapter 1 【Login】 3

Chapter 2 【Personal Configuration】 4

- View Market Status 4
- View and update your profile 4
- Setting your default landing page 5

Chapter 3 【4Site】 6

- Adding and Removing a Pagelet on 4Site 6
- Customising Pagelets on 4Site 7
- Customising 4Site 9

Chapter 4 【Watchlists】 10

- Creating and Customising your Watchlist 10
- Creating a New Watchlist 11
- Deleting a Watchlist 11
- Renaming a Watchlist 11
- Adding and Removing Quotes from your Watchlist 11

Chapter 5【Quotes Pagelet】 13

- Searching for a Quote 14

Chapter 6【Placing an Order】 15

- Order to Buy/Sell 15
- Batch Orders 18

Order Status 20
Withdrawing an Order 21
Amending an Order 22
Exporting your Order History 23
Chapter 7【Monitoring your Portfolio】 24
Manual Entry 25
Chapter 8【Account Management】 26
Cash Account 26
Forex Rates 26
Chapter 9【Setting up Stock Alerts】 27
Chapter 10【News】 28
Chapter 11【Using Charts】 29
Intraday Charts 29
Chapter 12【Announcemments】 30

Important Notes

1. Internet usage charges may apply depending on your internet service provider.
2. Note that live real-time data access for SGX, NYSE and NASDAQ is subjected to your market data subscription.
3. Performance of the streaming data is subjected to the speed of your internet connection.
4. In fast moving markets, orders placed may not be executed as the stock price moves away from the specified limit price.
5. Short-term stock price fluctuations may activate orders placed, so careful consideration is advised when selecting the Limit price.

Assistance and Feedback

If you require further assistance or wish to provide feedback, please kindly email Client Services at cs@mib.com.hk or call us at +852 2268 0660.

Introduction

KE Trade (Foreign Stocks) provides access to the following key features:

- Trade in multiple markets around the world
  Singapore (SGX), Malaysia (Bursa), United States (NYSE and NASDAQ) – with the added edge of having dynamic stock quotes (subjected to your market data subscription access).

- Customisable trading screen
  Optimise market information to your trading style with our proprietary 4Site feature. It allows you to customise your trading screen with the type of market information and trade execution screens that you require.

- Stock Alerts
  Set stock alerts to monitor stock movements.

- Batch order
  Speed up your order submission with the first-of-its-kind Batch Order function, allowing you to submit up to 5 BUY and/or SELL orders at any one time.

- In-depth Market Data
  Make wiser investment decision with our in-depth market data information like trade summary, time and sales, intra-day charts and Reuters news.

Before attempting to login to our electronic trading platform, please take note of the following:

System Requirements:

The minimum recommended system requirements for trading on KE Trade (Foreign Stocks) are:

- Pentium III 500 MHz or above
- 64MB RAM or above
- SVGA monitor configured to 1024 * 768 resolutions with 256 colors or more
- 56kbps modem or above
- Windows 98/ME/NT/2000/XP/Vista/7
- Internet Explorer 6.0 or higher with JavaScript enabled

The following software should also be installed: -

- An internet browser capable of supporting Java™ and JavaScript™ (Microsoft Internet Explorer© 6 or above)

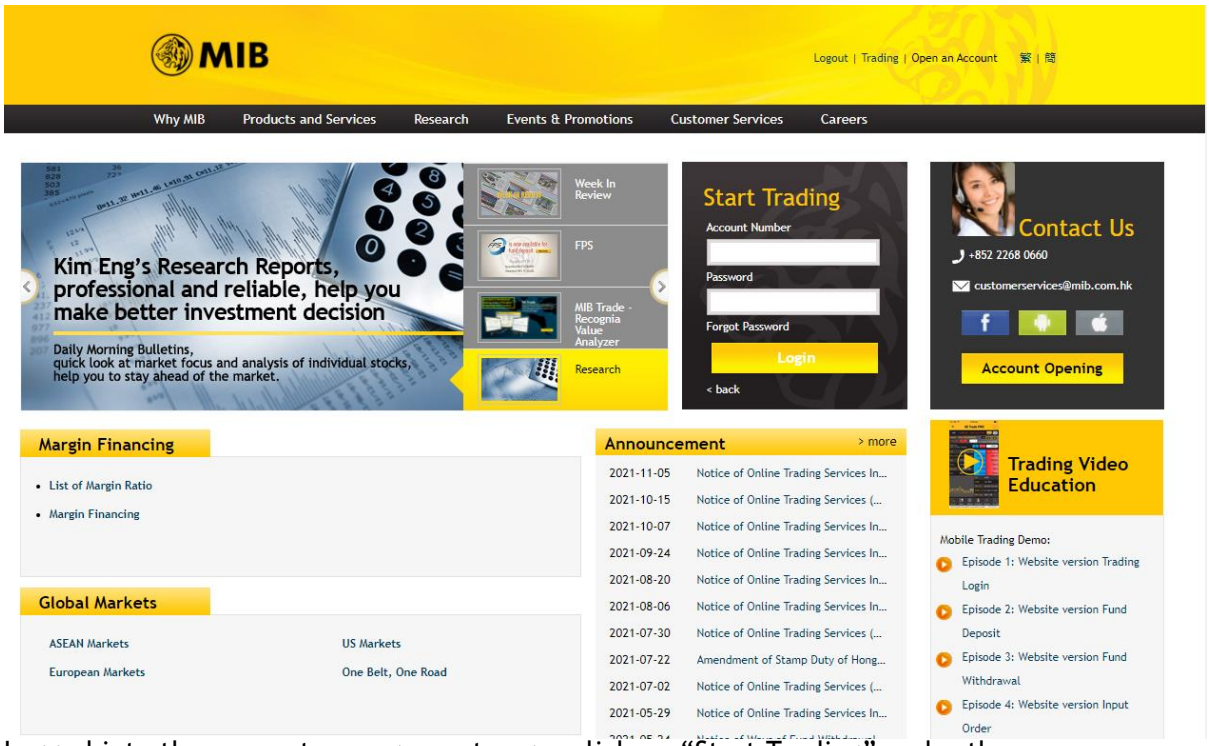
As content on our website and system is constantly updated, we recommend that you adjust your browser cache settings to check for newer versions of stored pages upon every visit to a page.

For enquiries and online trading assistance, please contact our Client Services at (852) 2268 0660 or email us at cs@mib.com.hk

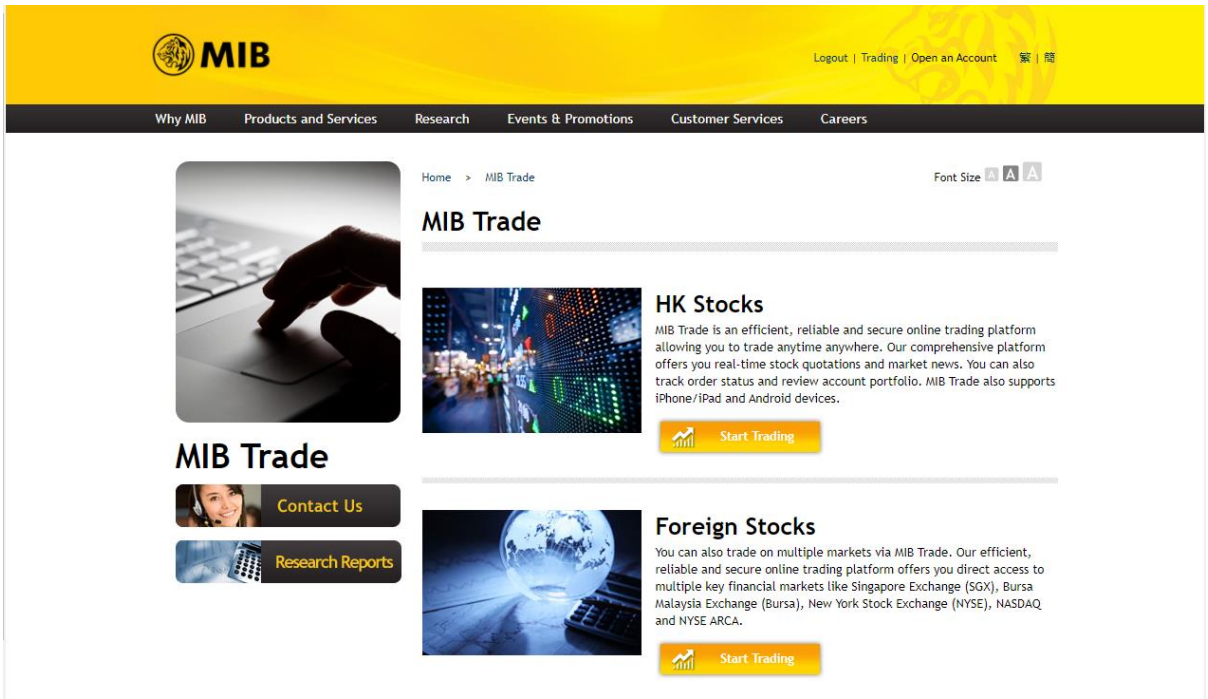
Chapter 1【Login】

To access our homepage, please key in www.mib.com.hk as the URL address

1) Enter your User ID and Password
2) Click on “Login”



Logged into the account management page, click on “Start Trading” under the Global Stocks.



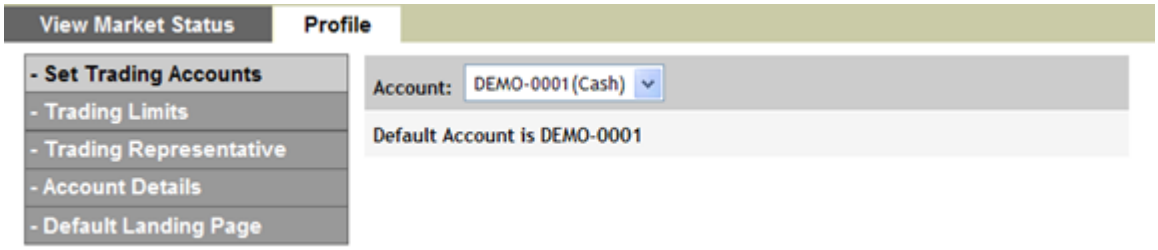
Chapter 2【Personal Configuration】

From the KE Trade (Foreign Stocks) platform, click on to access your personal configuration page.

View Market Status

View your access to the different markets

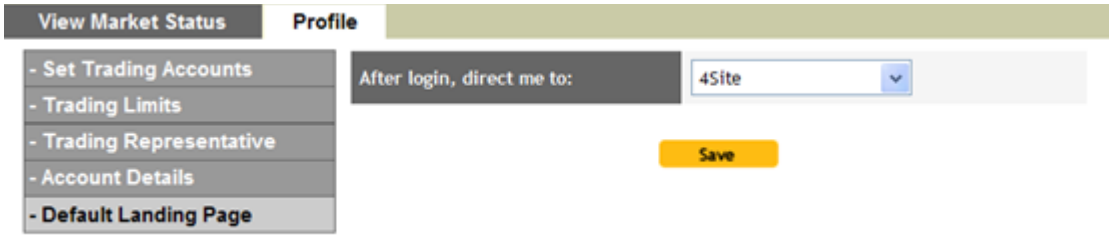
View and update your profile



- Set trading accounts
- View trading limits
- View your trading representative
- Account details
- Default landing page

Setting your default landing page

From your Personal Configuration popup:
1. Click Profile > Default landing Page
2. Choose from the dropdown menu the default page you would like to have
3. Click when done



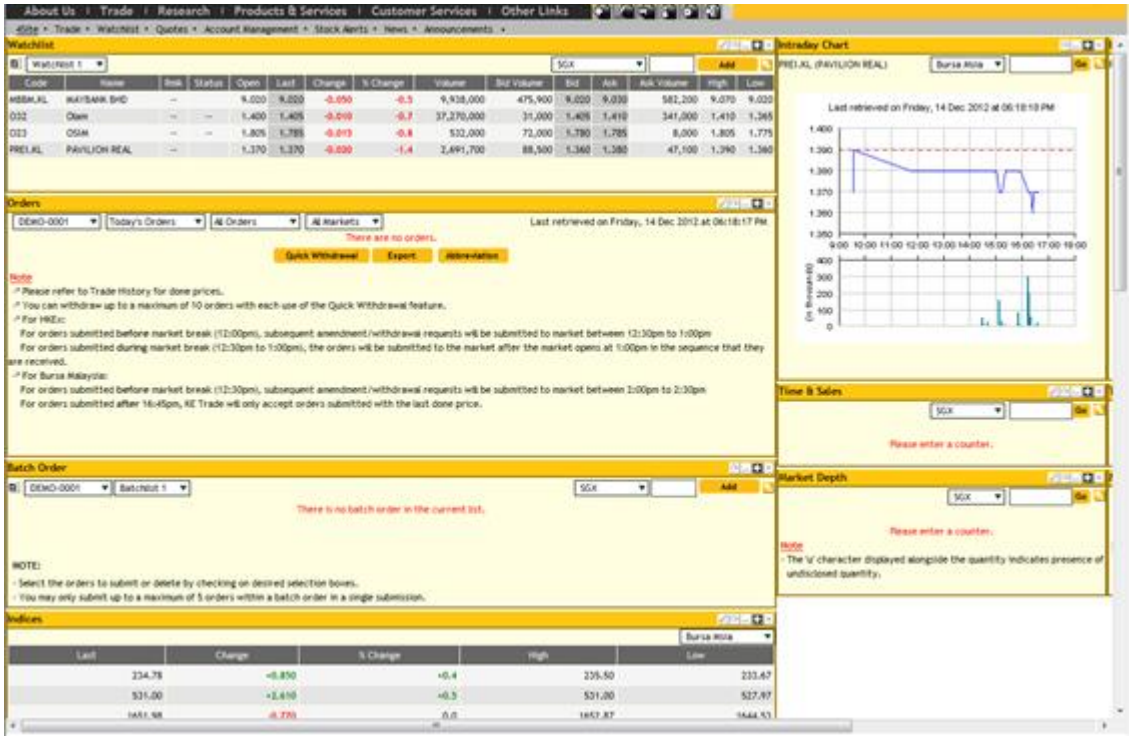
Chapter 3【4Site】

4Site is a user configurable page where you can add pagelets and customise them to your preference. The maximum number of pagelets you can add is 10.

Adding and Removing a Pagelet on 4Site

To add a pagelet to 4Site:

1. Go to 4Site pagelet (Trade > 4Site)
2. Click on
3. Find your desired pagelet from the Pagelet List
4. Drag your desired pagelet onto the platform
5. Click to save your changes made to 4Site



To remove a pagelet from 4Site:

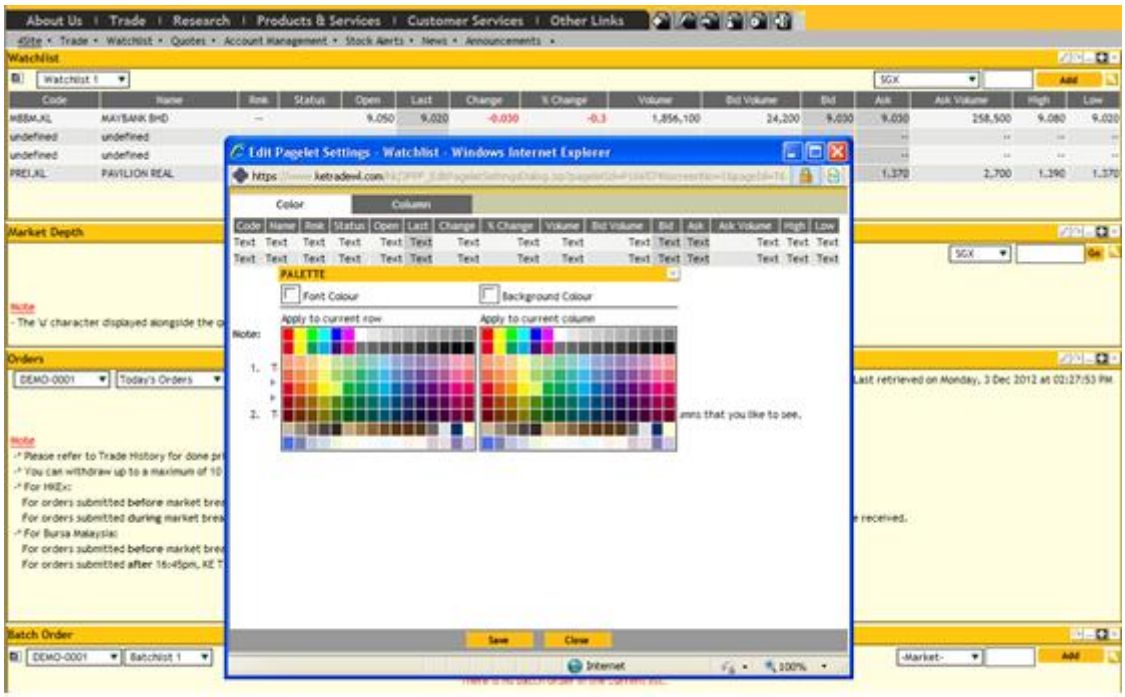
1. Click on the pagelet you wish to remove
2. Click to save your changes made to 4Site

Customising Pagelets on 4Site

You can customise your pagelet if it has the sign.

To customise a pagelets wording color:

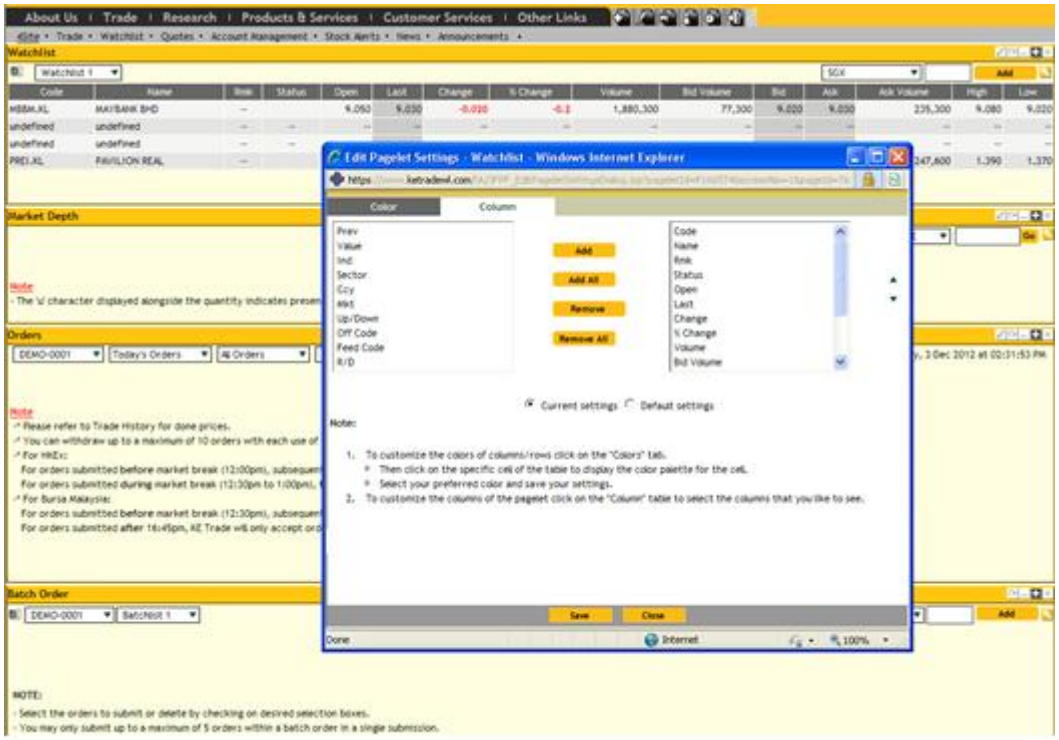
3. Click on
4. On the Color tab, click on “Text” to pull open a palette of colors to choose from
5. Choose your desired color by clicking on it
6. When done, remember to press
7. Click to save changes made to 4Site



You can also customise the header which you want to see in the columns of the pagelet.

To customise a pagelets column content:

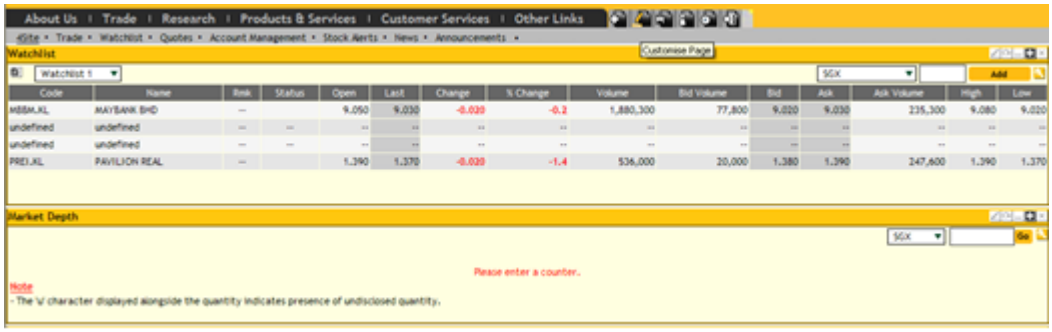
1. Click on
2. Click on the Column tab.
3. Select the header you want to add/remove
4. Click on or
5. When done, click on
6. Click to save changes made to 4Site



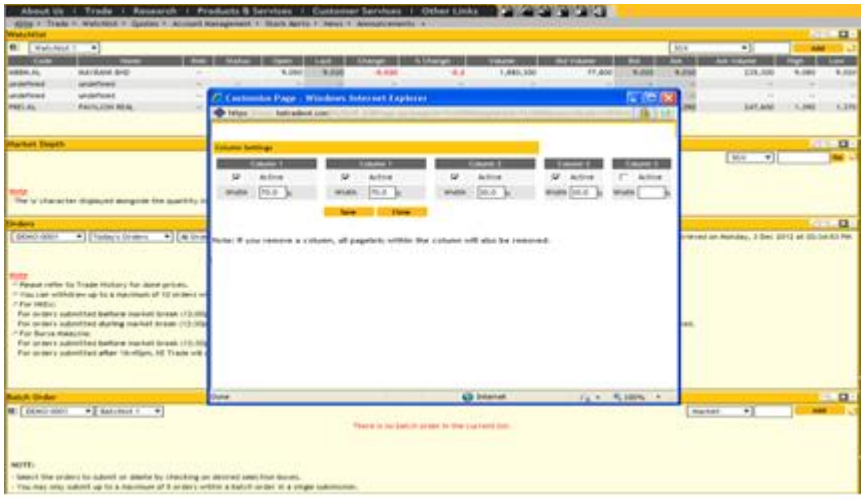
Customising 4Site

You can customise the layout of your pagelets on 4Site to your personal preference. To customise the layout of 4Site:

1. Go to 4Site (Trade > 4Site)
2. Click on



3. From the popup window, tick the number of columns you wish to have
4. Choose a size based on % for the width of the column
5. When done, click on
6. Remember to save changes made to 4Site by clicking



Chapter 4【Watchlists】

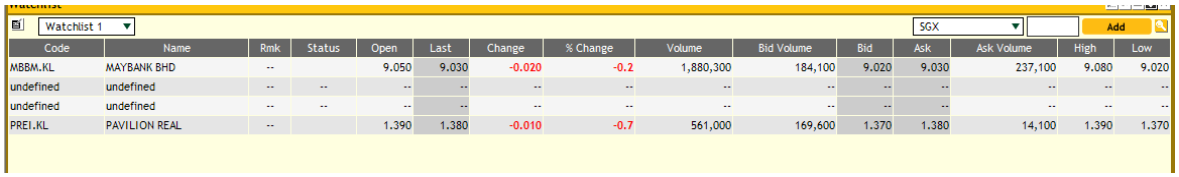
Creating and Customising your Watchlist

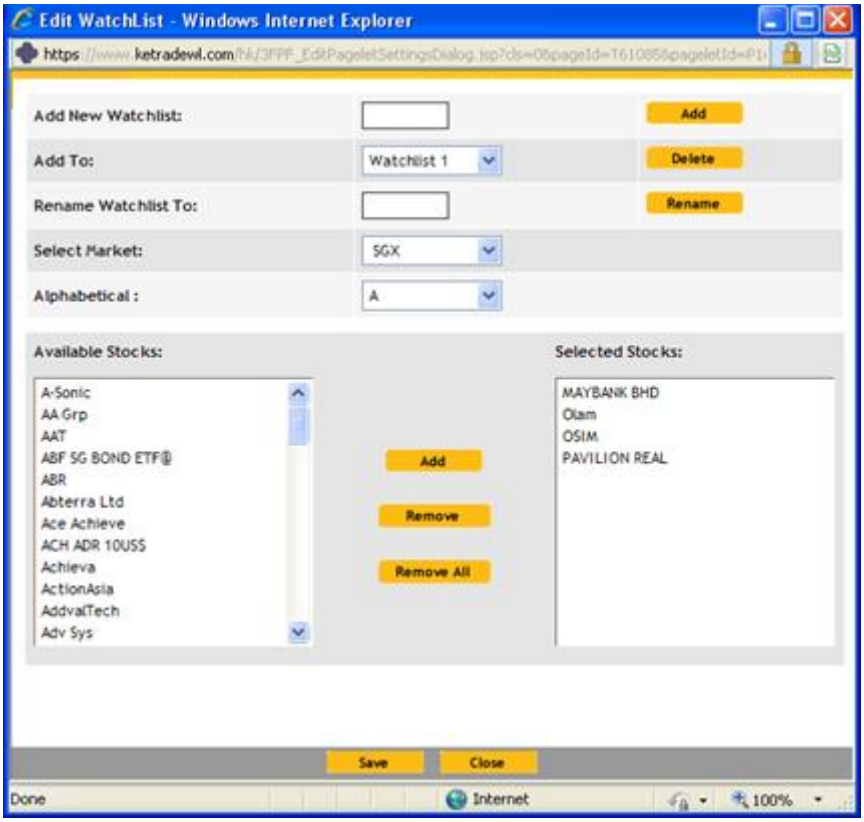
You can monitor your favourite stocks in local and foreign markets by adding them into your Watchlist.

You can have up to 10 customised Watchlists (maximum 50 counters per watchlist), each one to suit your different needs.

To create and customise your Watchlist:

1. Go to your "Watchlist" pagelet (Trade >Watchlist)
2. Click on and a popup window should appear





Creating a New Watchlist

From the popup window:
1. Enter a name for your watchlist
2. Click
3. When done, remember to click

Deleting a Watchlist

From the popup window:
1. Select the Watchlist that you wish to delete
2. Click on
3. When done remember to click

Renaming a Watchlist

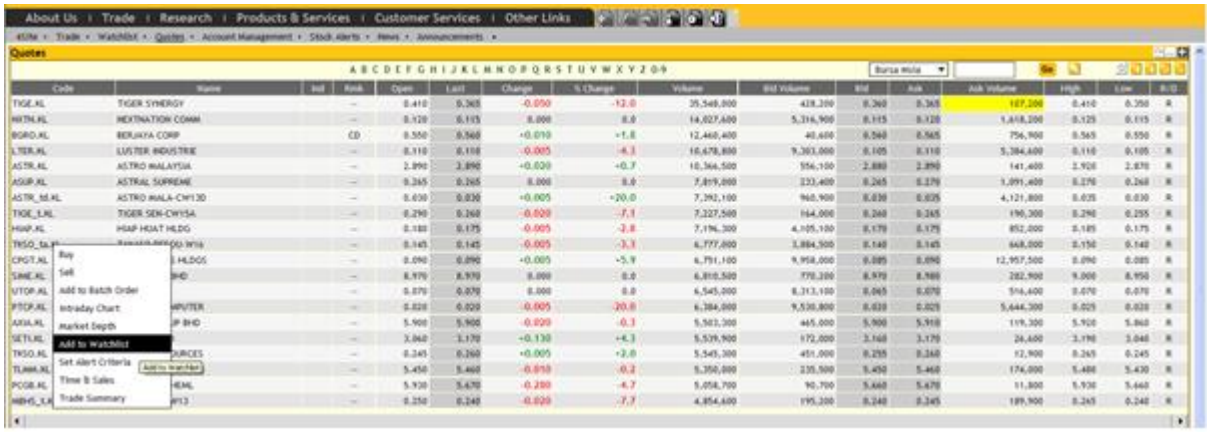
From the popup window:
1. Select the Watchlist you wish to rename
2. Enter a new name for the Watchlist
3. Click on
4. When done remember to click

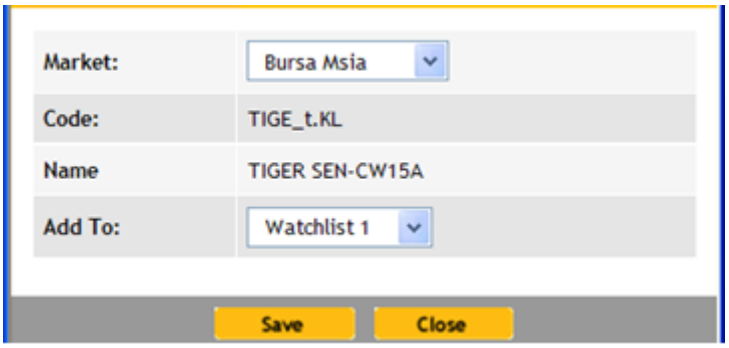
Adding and Removing Quotes from Your Watchlist

To add and/or remove quotes from your Watchlist:
1. Go to your "Watchlist" pagelet (Trade > Watchlist)
2. Click on and a popup window should appear
3. Select the market in which the counter is located in
4. Choose the first letter of the counter name to bring up a list
5. Select from list your desired counter
6. Click on or
7. When done remember to click

Besides using the above method to add counters to your watchlists, there is another, easier way to add counters to your watchlists:

1. Right click on the desired counter from the Quotes page, and click on “Add to Watchlist” from the Drop-down Menu





2. An “Add To Watchlist” window will appear. From here select the watchlist to which you would like the counter to from the “Add To” Drop-down listbox.

3. Then click the button to confirm the addition.

Chapter 5【Quotes Pagelet】

To go to the "Quotes" pagelet:

Click on Trade > Quotes

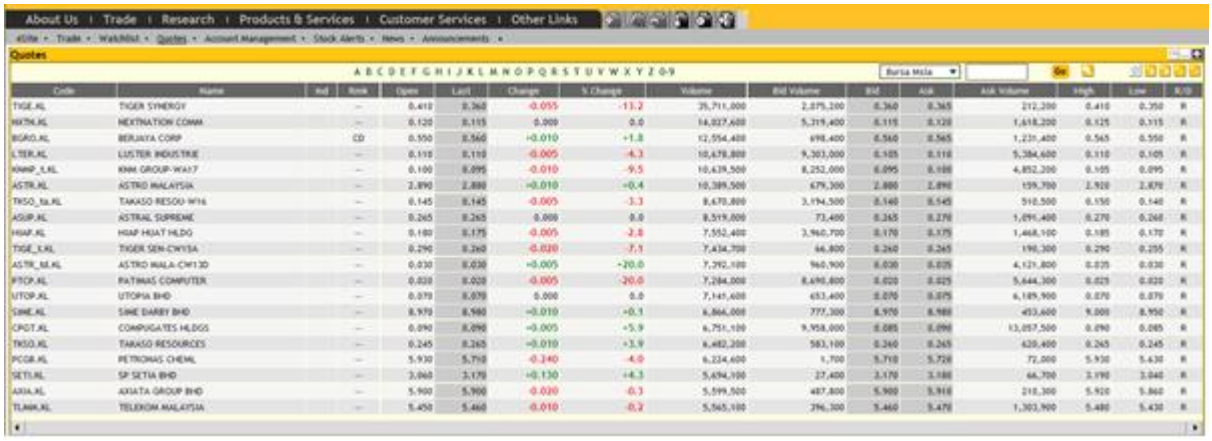
At the "Quotes" pagelet:

- Select the desired market from the dropdown menu
- Click on any of these icons to view:
  - Top Volume
  - Top Gainer
  - Top Loser
  - Top%Gainer
  - Top % Loser
- Click on the alphabets tab to sort counters by alphabetical order

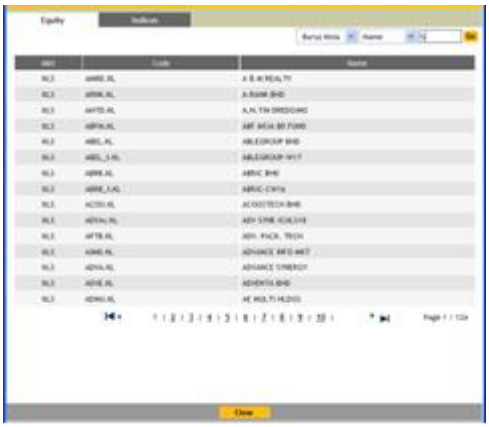
Searching for a quote

You can search for quote by:

1. Entering the code or name of the counter in the search box
2. Click on



Alternatively, you can search for a quote by clicking on



After the new popup window appears:

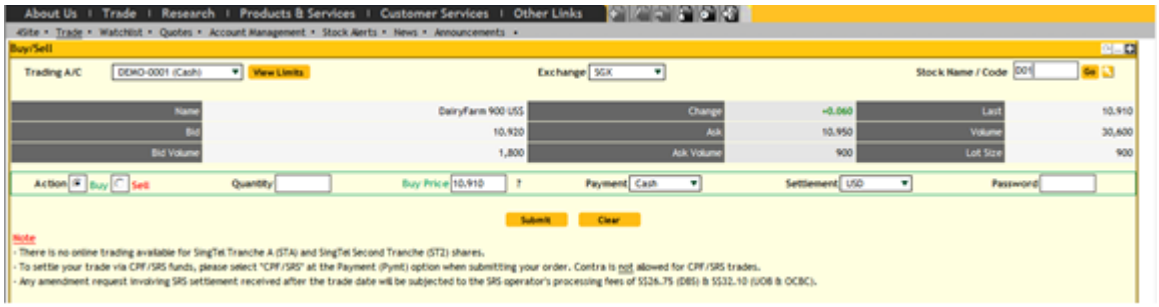
1. Select equity or indices
2. Choose your desired market
3. Select search by code or by name
4. Input your search
5. Click on the button.

Chapter 6【Placing an Order】

You may submit an order anytime. Orders submitted during trading hours will be routed to the respective exchange / Counter Party for order execution. Orders submitted after trading hours will be received in "PO" (Pending to enter queue) status for the next trading day.

Order to BUY/SELL

1. Go to the "BUY/SELL" pagelet
2. Enter stock name/code
3. Click on
4. Select your desired counter from the pop-up window

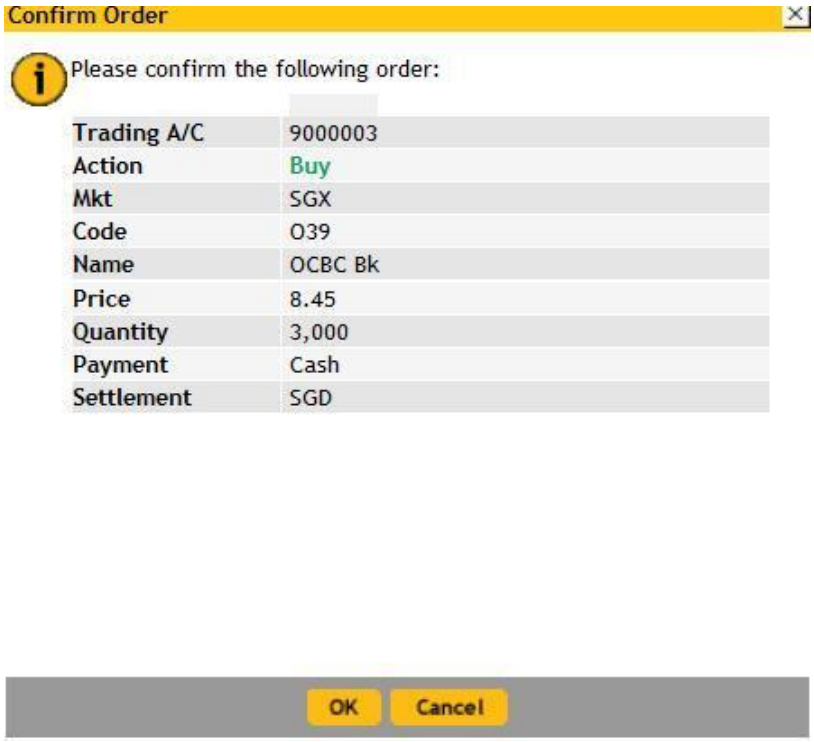


5. Enter your order details:
   - BUY/SELL
   - Quantity
   - Price
   - Settlement
6. Enter your password
7. Click

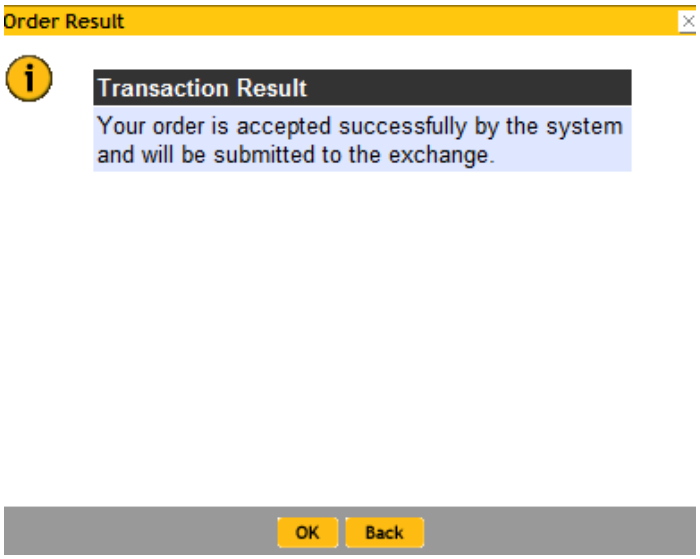
A summary of your order will appear. Go through the order details to confirm the right order.

To proceed with order, click

To make changes to order, click



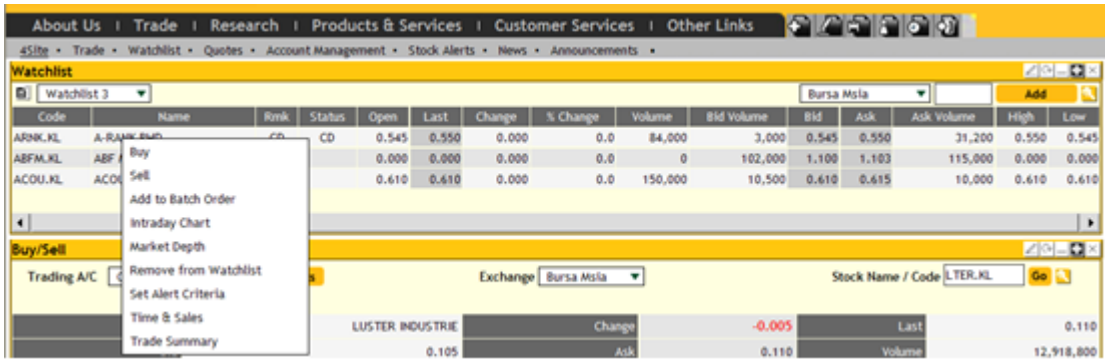
Upon submission of order, an order result window will appear when the result is successful.



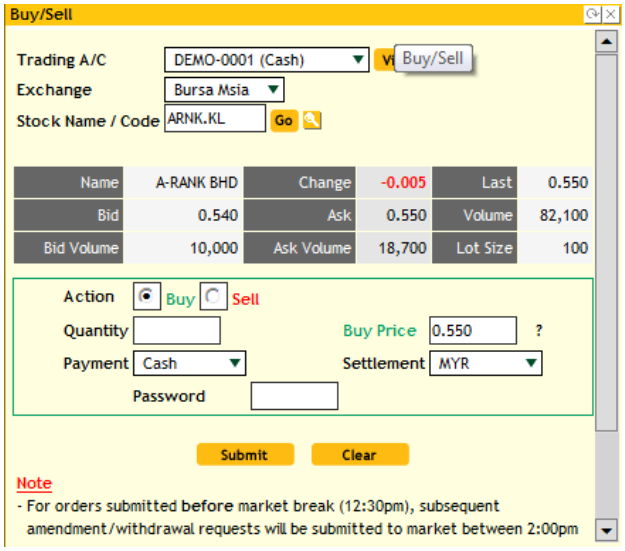
Alternatively, you can also place an order from your "Watchlist" or "Quotes" pagelet directly.

Example:
From your "Watchlist" pagelet:

1. Right click on the name of the stock you wish to trade
2. Click BUY or SELL



An order box will appear for you to input the details of your order.



After entering all required order details, click on to request your order.

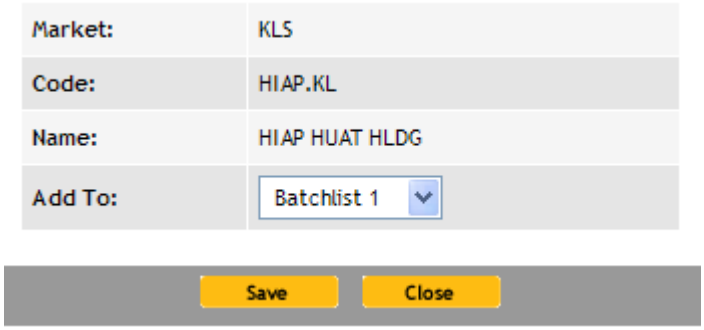
A summary of your order will be shown to you. Click to confirm your order.

Batch Orders

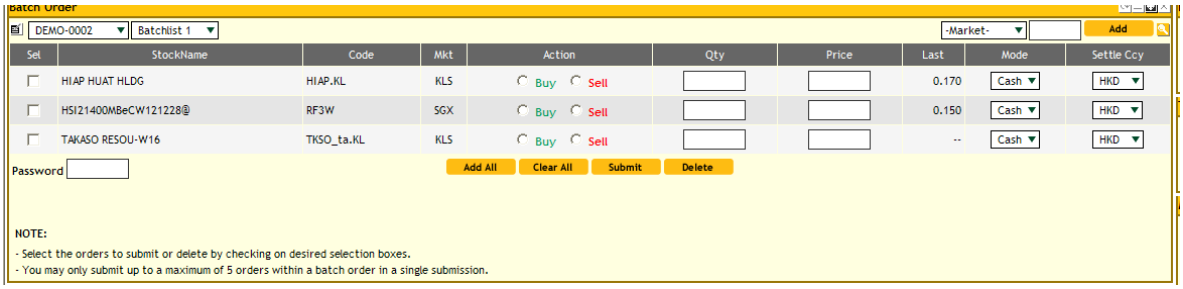
You can submit up to 5 BUY and/or SELL orders simultaneously. To submit a Batch Order:

1. From your "Quotes" or "Watchlist" pagelet, right click on the counter you wish to include in your Batch Order
2. From the dropdown menu, select "Add to Batch Order"

3. An order box will appear for you to add in to batchlist.
4. Click on



5. Go to your "Batch Order" pagelet
6. Select the counters you wish to include in your batch order
7. Enter the details for the order of each counter
8. Click on



A confirmation window will appear for you to confirm your orders.

Go through the orders to ensure that they are your desired orders.

To proceed with the orders, click

To make amendments to the orders, click

Order Status

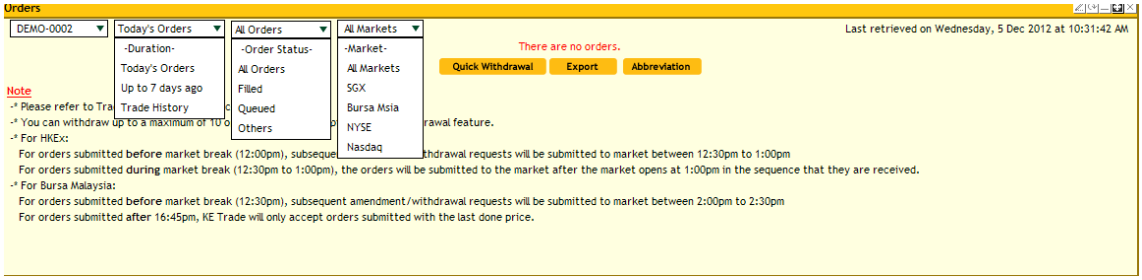
Keep track of your orders with our "ORDERS" Pagelet. View your orders placed for the day, up to 7 days ago and the trade history of all your trades done.

In addition, you can withdraw up to 10 orders simultaneously with our Quick Withdrawal function.

From the "ORDERS" pagelet, you can:

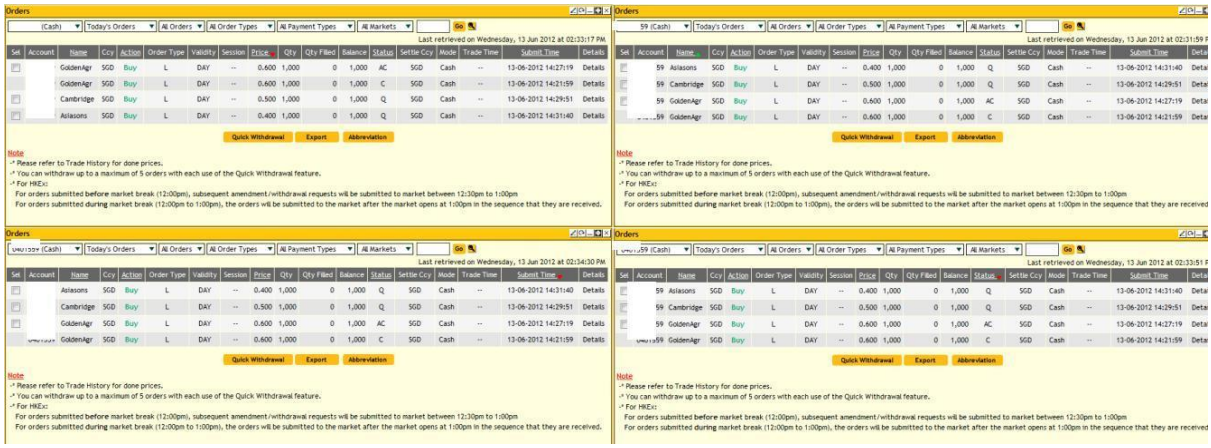
1. Filter orders by

Or
- Duration
- Order Status
- Market



2. Sort Orders by
- Name
- Price
- Status
- Time

Double click on the name of the header of which you want to sort your order by.

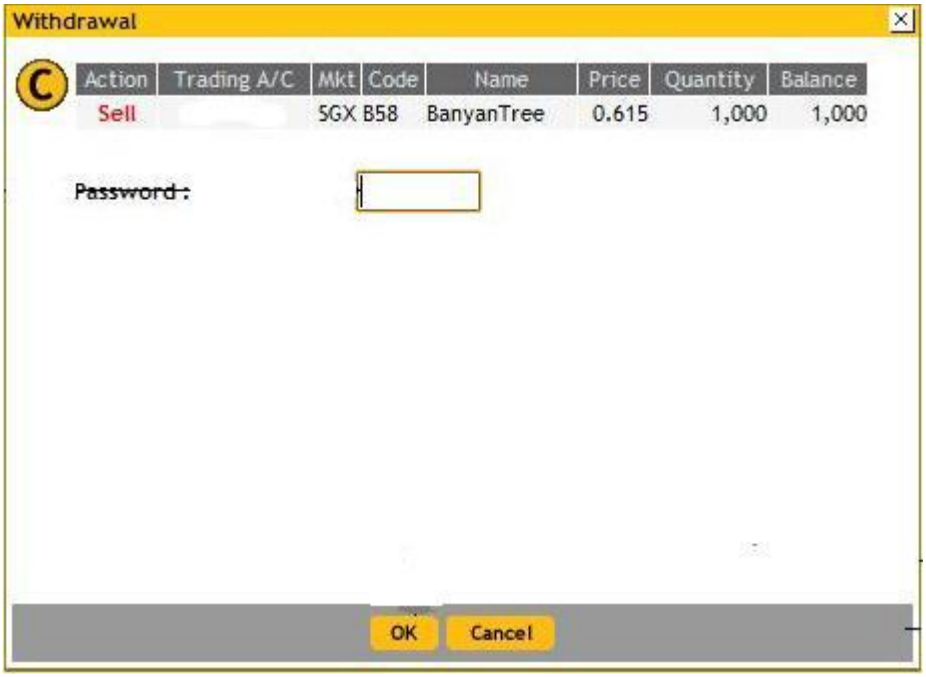


Withdrawing an Order

To withdraw an order:

1. Select the order you wish to withdraw by clicking on the checkbox next to counter name
2. Click on

3. Enter your account password
4. Click on to submit the withdrawal of the order
5. Click on if you wish to start over

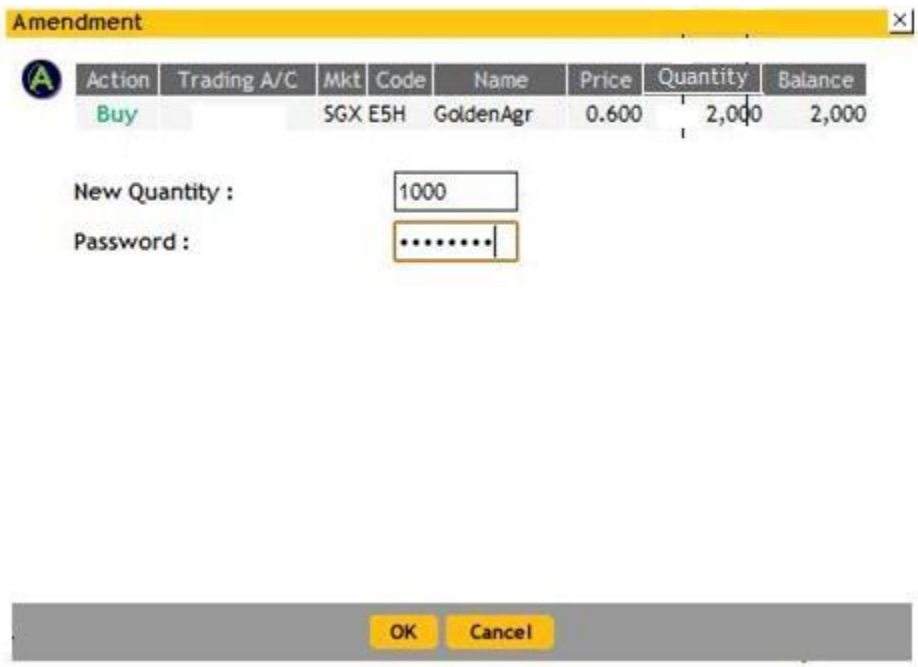


Amending an Order

To amend an order:

1. Right click on the order you wish to amend
2. Click on “Amend”

3. Enter your desired quantity
4. Enter your password for security purposes
5. Click

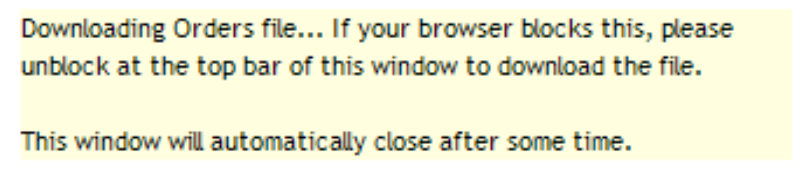


Exporting your Order History

From the "Orders" pagelet:

1. Click on

2. From the pop up window, press "Save"



Note that different computers and internet browsers have different formats of saving.

Chapter 7【Monitoring your Portfolio】

The “Portfolio” pagelet lets you keep track of your investments in more ways than one. It gives you up-to-date information and valuation of your investments. You can view unrealised profit and loss of your investments, outstanding contracts, balances, and more, all in one click.

To go to your “Portfolio” pagelet, click on Trade > Portfolio
Use the drop down boxes to filter your selection.

Filters available are:

- Account type
- Market
- Payment type

Manual Entry

We understand that some of your holdings in your portfolio might have been transacted with other brokers. That's why we have the manual entry function so that you can still view your portfolio as a whole.

To create a manual entry:

1. Go to your "Portfolio" pagelet (Trade > Portfolio)
2. Click on Manual Entry

3. Input the details of your order

4. Click on

Chapter 8【Account Management】

The “Account Management” pagelet lets you know your balances in our safekeeping. It gives you information of your cash balances held in trust and your shares that are held in custody for you.

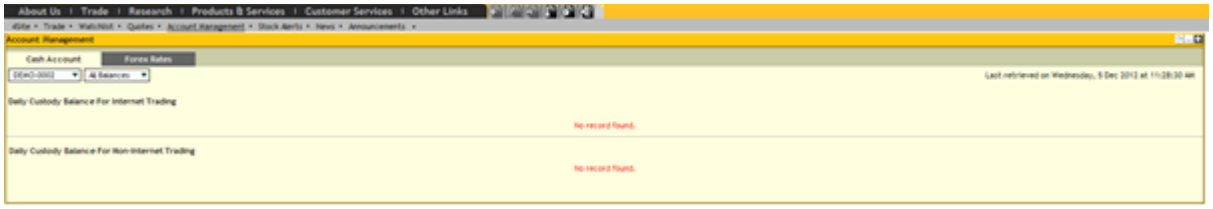
To go to the “Account Management” pagelet:

1. Click on Trade
2. Click on Account Management

Cash Account

Under the “Account Management” pagelet, click on Cash Account for details on your cash trading account.

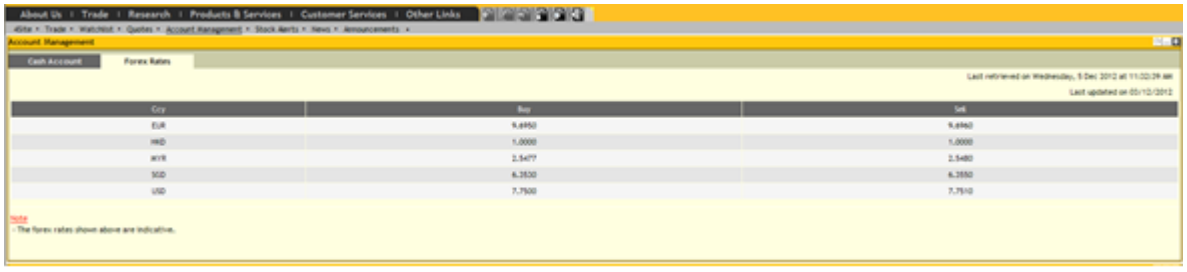
Select your desired Account and Balance from the drop-down menu to view balance.



Forex Rates

We have placed our indicative foreign exchange rates of the markets we offer over KE Trade (Foreign Stocks) for your easy understanding of foreign exchange conversion.

To Access, click on Forex Rates

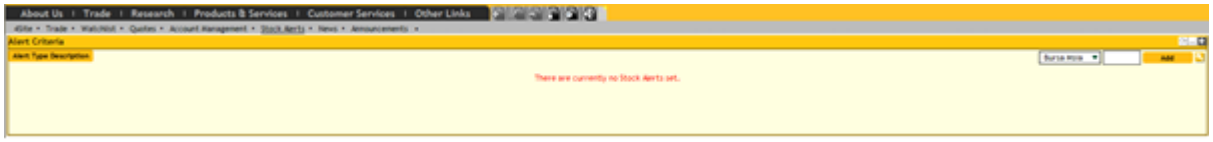


Chapter 9【Setting up Stock Alerts】

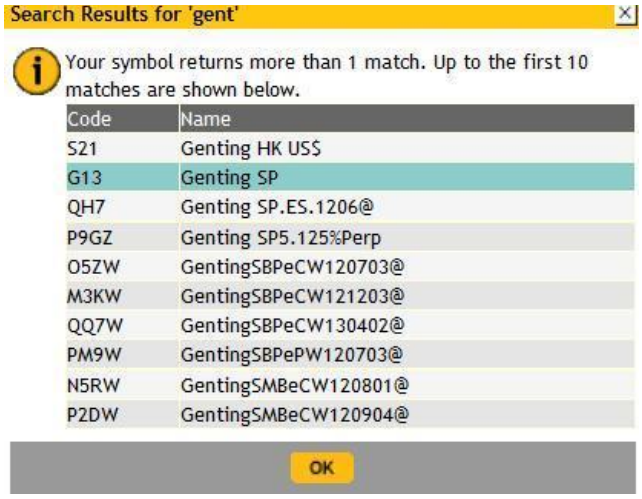
With Stock Alerts, you do not have to constantly look at your screen to track the price movement of certain stocks. You can use Stock Alerts to notify you when they reach a certain specified price. You can set up to a maximum of 30 stock alert criteria.

To set up Stock Alerts:

1. Click on Trade > Stock Alerts
2. Choose the market and enter the stock name or code desired, then click



3. Click the desired stock from the popup window



4. Check the stocks you wish to set an alert for
5. Configure your alert criteria by clicking ▶▶
6. Enter the corresponding value for your criteria
7. Click

Chapter 10【News】

News updates from Reuters are made available at your fingertips to keep you updated on the latest happenings in the markets. Enjoy better organization of your news when you read and sort news from Reuters under the “NEWS” pagelet by their markets.

To access the “NEWS” pagelet:

1. Click on Trade > News
2. Select the market you want to read news on
3. Click on the selected news you wish to read
4. Scroll through pages by clicking on the page no.

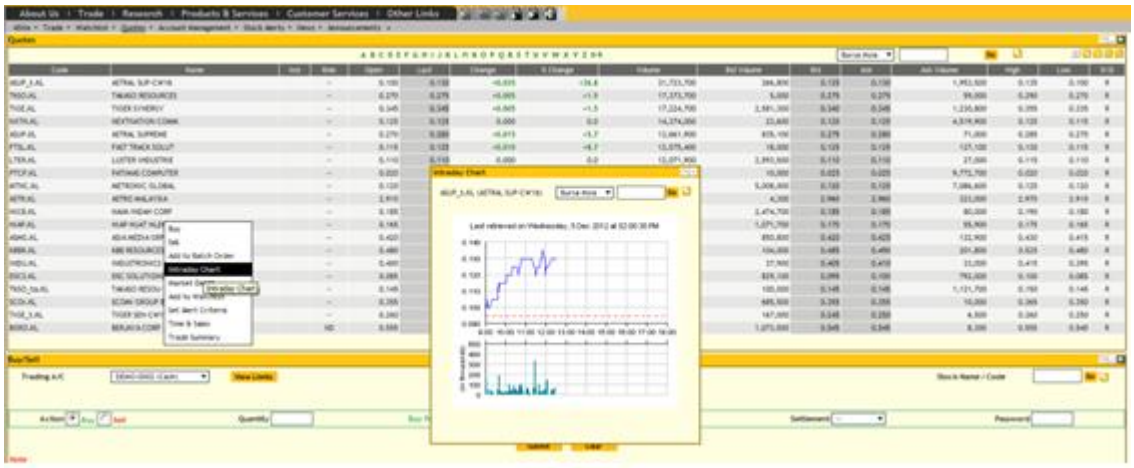
Chapter 11【Using Charts】

Intraday Charts

Intraday Charts allow you to study the price movement of a particular stock during the trading hours for the day itself.

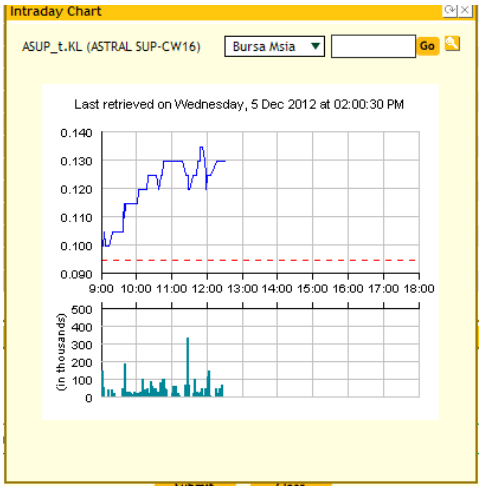
To view an Intraday Chart for a counter:

1. Find your desired counter either from your “Quotes” or “Watchlist” pagelet
2. Right click on the counter to bring up a popup menu
3. Click on Intraday Chart to launch



Once the Intraday Chart is launched, you can also search for a counter by:

1. Choosing the relevant market
2. Enter counter name or code
3. Press



Chapter 12【Announcement】

The “ANNOUNCEMENTS” pagelet displays all announcements made by the stock exchanges

To view the announcements pagelet, click on Trade > Announcements