

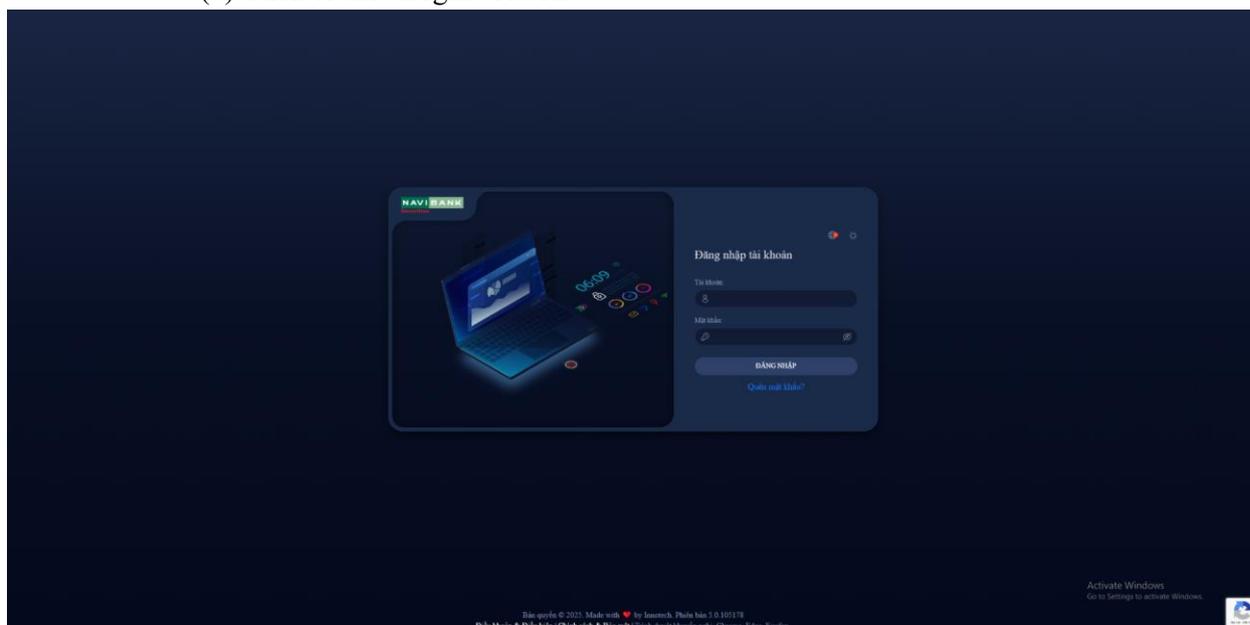
INSTRUCTIONS FOR USE NVS TRADING

I. User and interface

1. User management

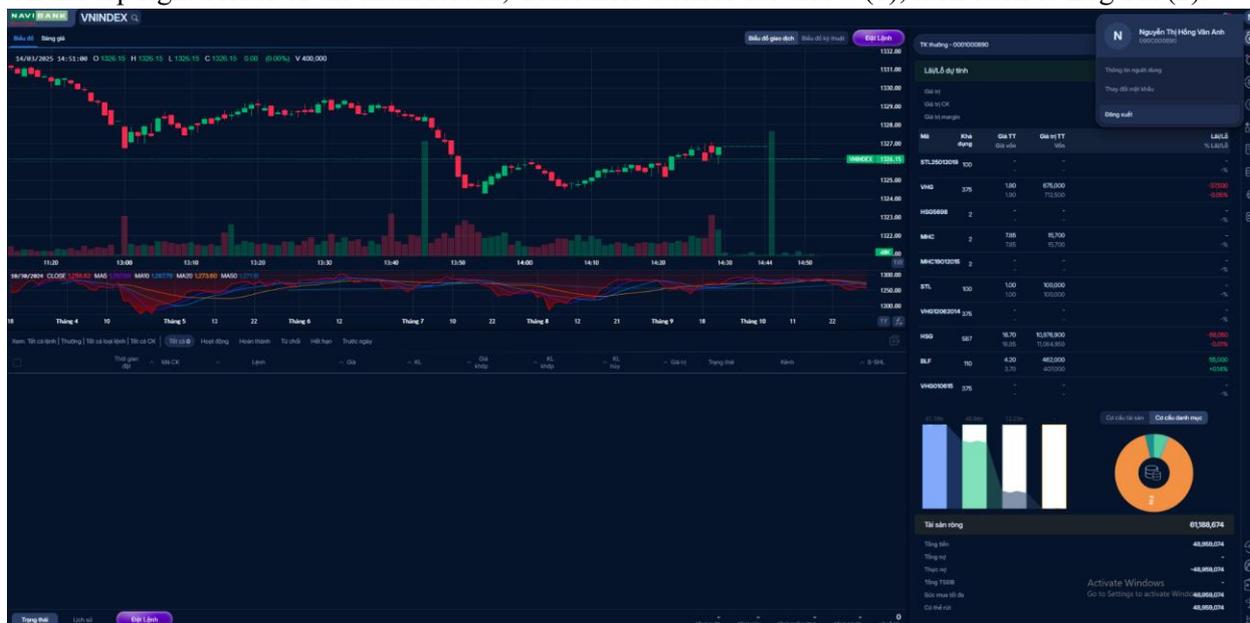
1.1. Login

- Step 1: Customers access to the address: <https://trading.nvs.vn/>
- Step 2: Enter the information
 - (1) Name: <Customer account at NVS> (for example: 090C123456)
 - (2) Password: <Customer login password provided by NVS>
 - (3) Click to the “Login” button



1.2. Log out

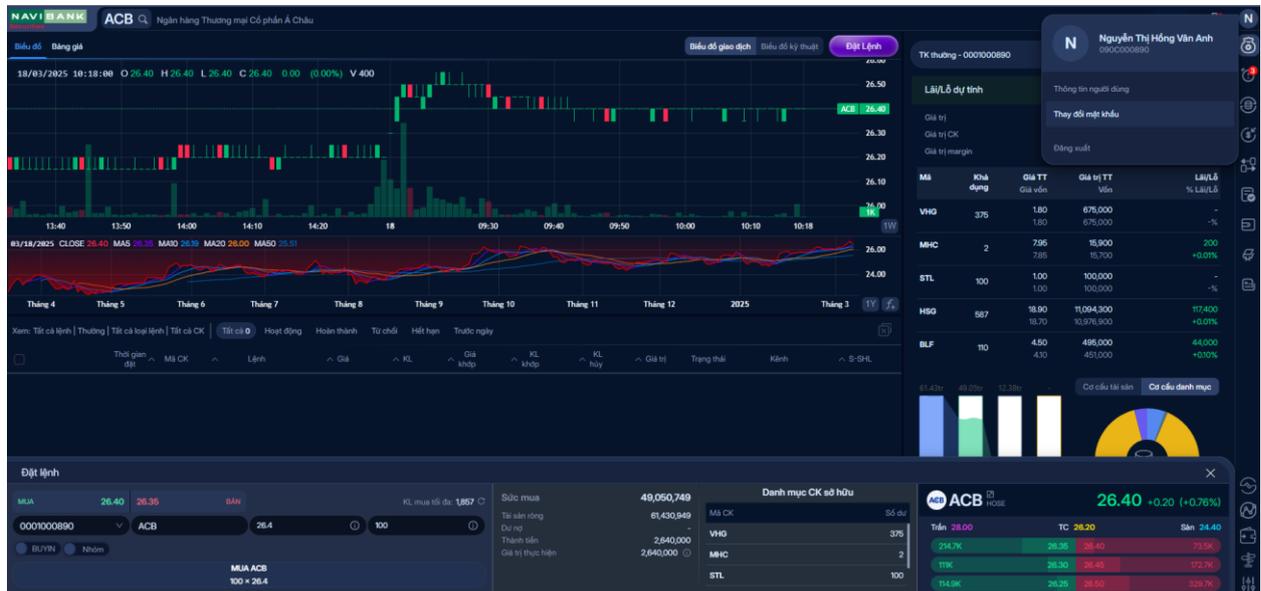
On the top right corner of the main screen, Customers click to the arrow (1), then click to Log out (2).



1.3 Change the password

Customers can change the password by accessing the user options in the upper right corner of the screen

Then select the “Change Password” option and fill in the required information.

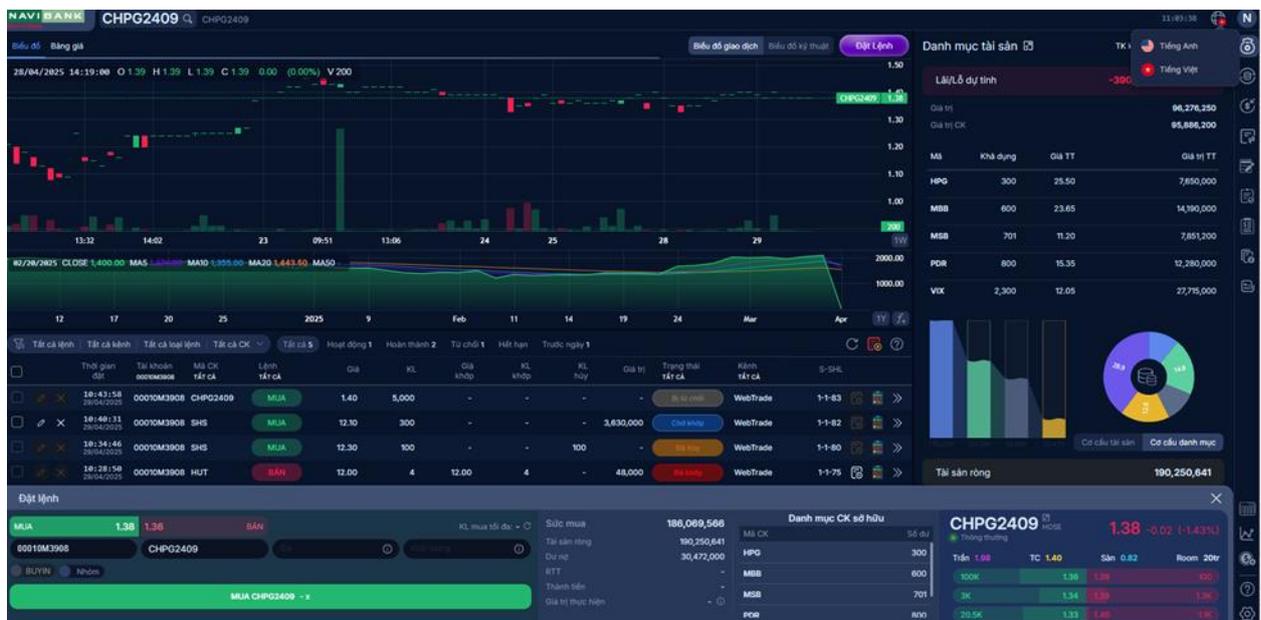


2. Interface

2.1. Change the language

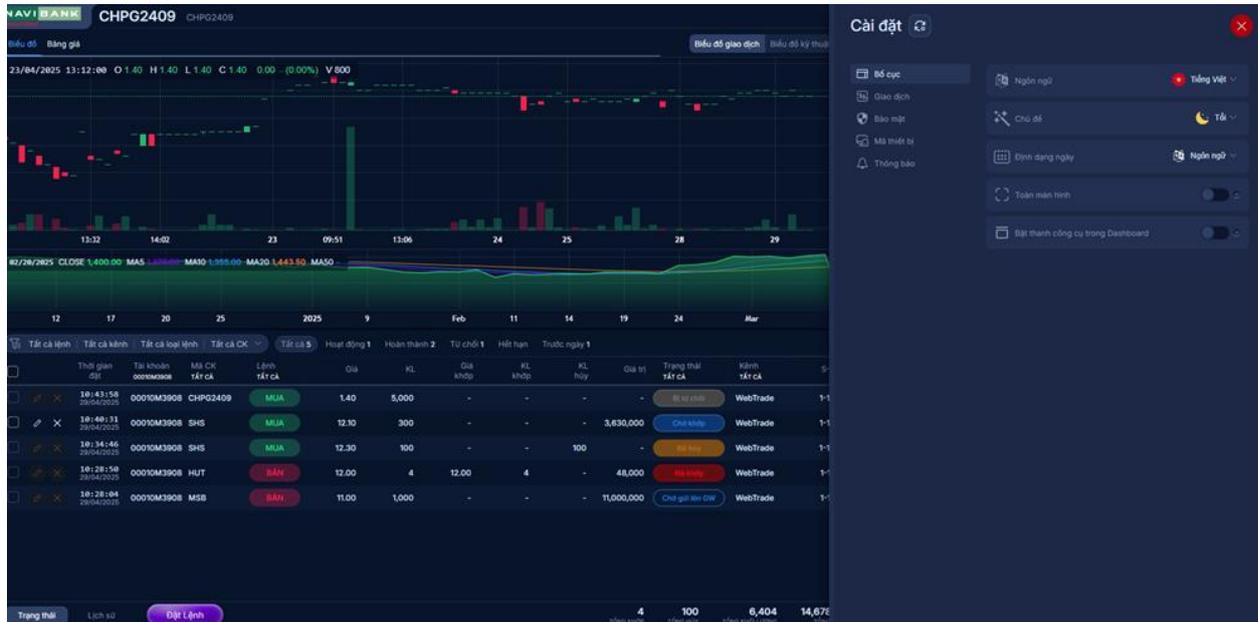
From the login in screen or click on the settings icon in the upper right corner of the screen (after logging in the web), customer select the “Language” section

Then Selecting the suitable language (Vietnamese/English)



2.2. Change the menu interface

At the login screen or click on the "Settings"  icon in the bottom corner, the Customers customize the interface according to the Customers' preferences.

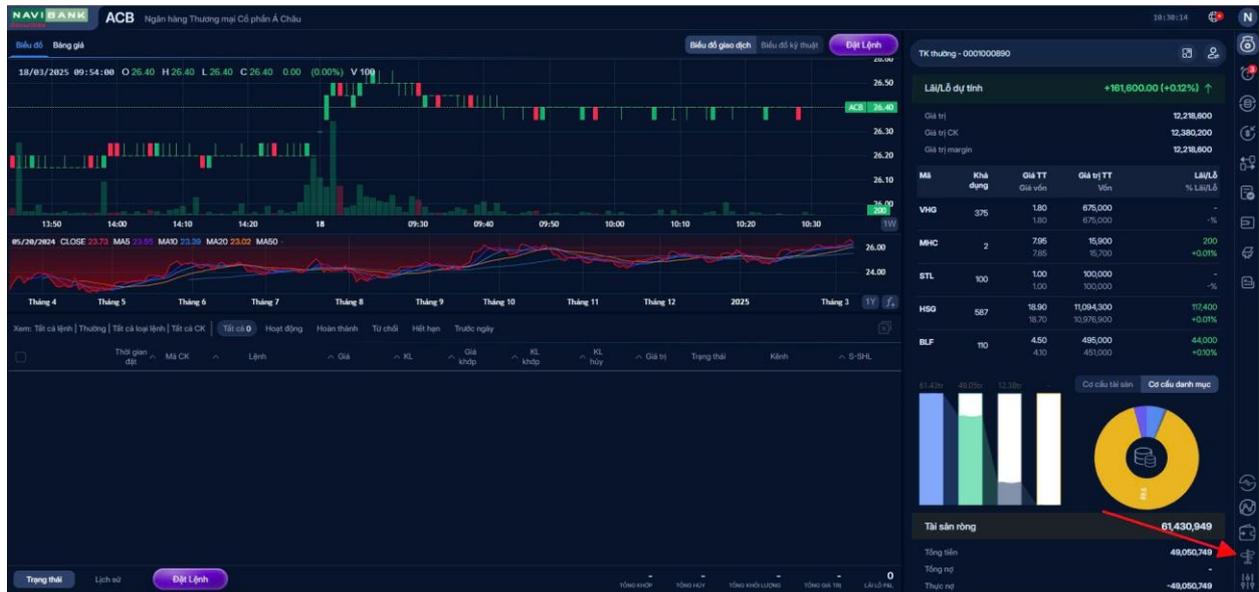


Customizations include:

- Language customization: English/Vietnamese selection
- Display theme customization: Light/Dark (Default: Dark)
- Date format customization
- Full screen display customization
- Enable/disable toolbar in home screen

2.3 Help Center

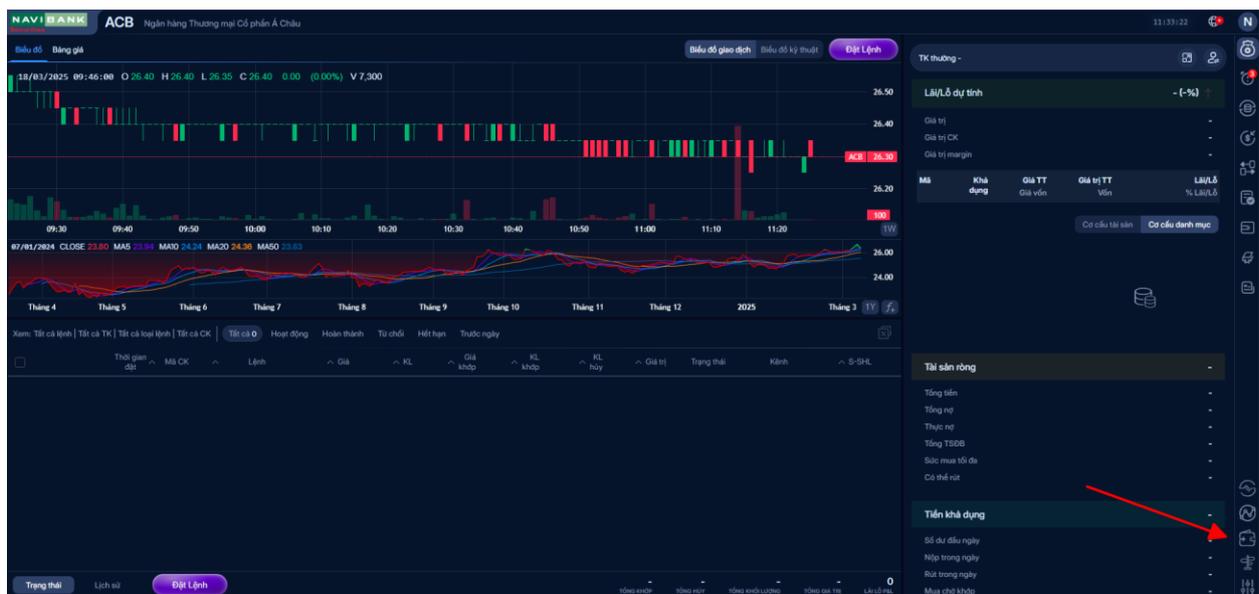
On the NVS homepage, the Help Center feature will be provided so that customers can grasp all the uses of other features. Customers click on the “**Help Center**” in the lower right corner.



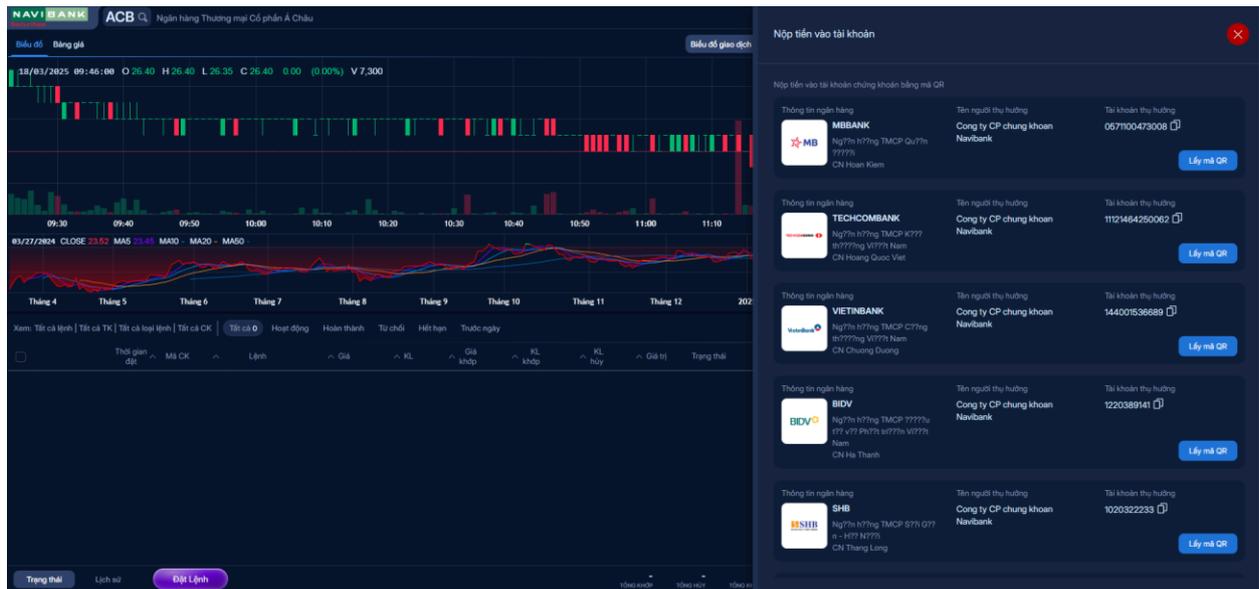
Then, the Help Center screen will appear with all the available functions on the Trading page so that customers can grasp them.

3. Deposit

The customers can deposit money into securities trading accounts through the deposit function right on the homepage.



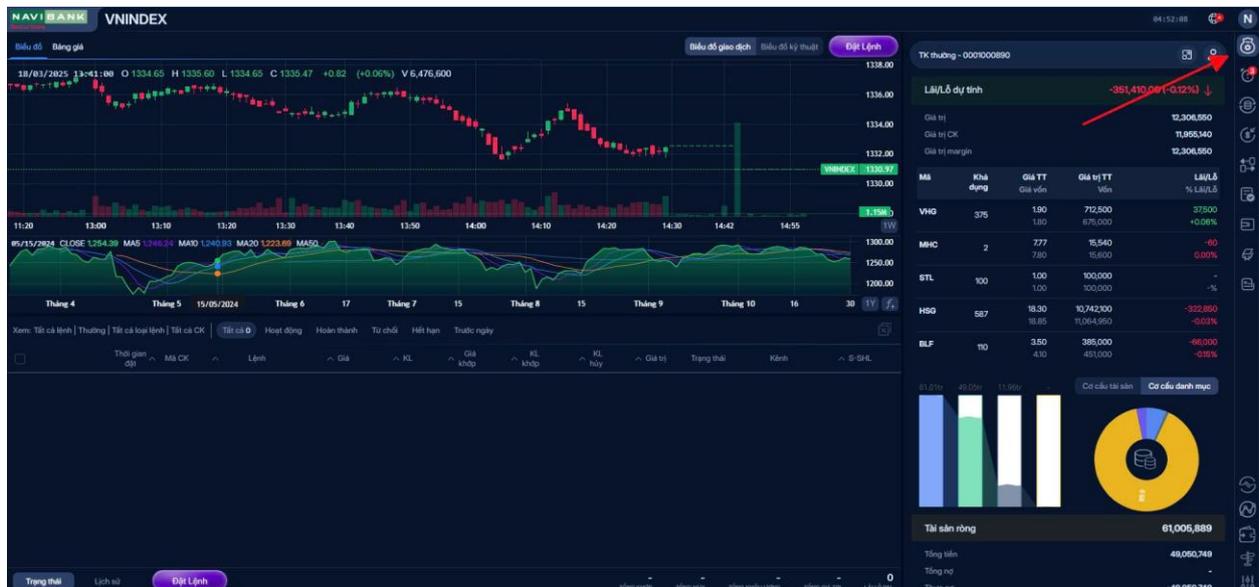
Customers click to the “Deposit Money” button, the screen will list all NVS accounts for customers to choose the bank they want to deposit money to.



Customers click on Get QR code and paste that QR code into the banking app to make a money transfer.

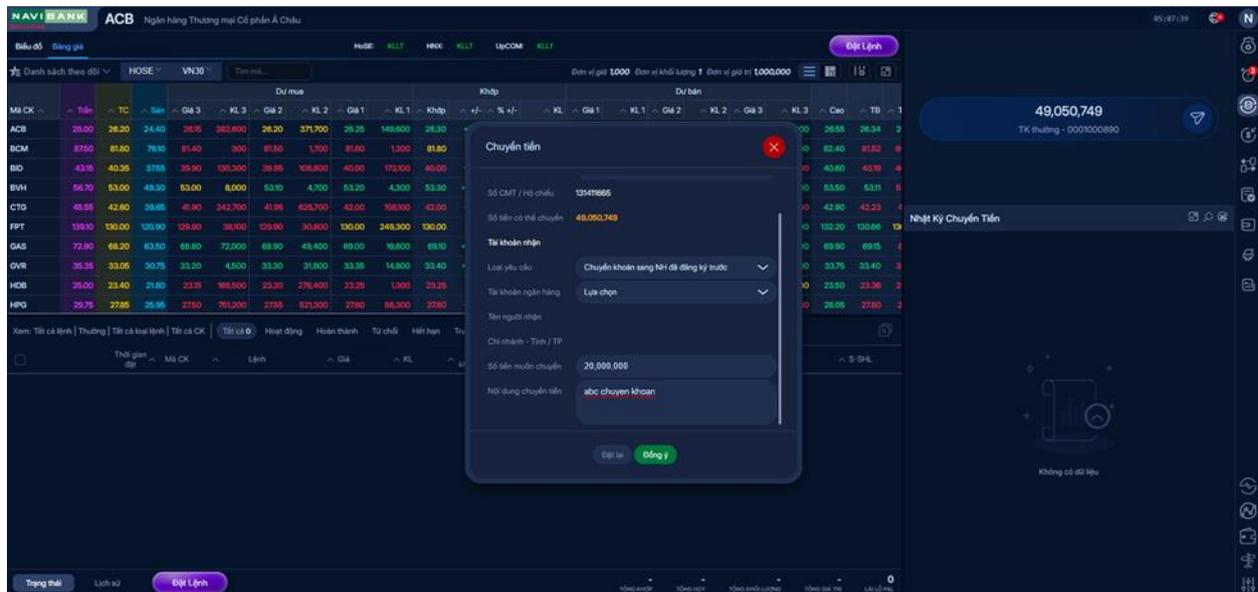
4. Asset Management

Customers can access the “asset management” button right on the default screen of the home page or can click on quick access on the menu bar on the right side of the screen.



After accessing the transfer screen, the customer will receive information about the transferable cash balance of the corresponding account, select the transfer account (Cash account/Margin account) and click transfer.

The corresponding transfer pop-up screen appears, the customer checks the information on the transfer account, fills in the necessary information on the receiving account, then clicks transfer.



Information includes:

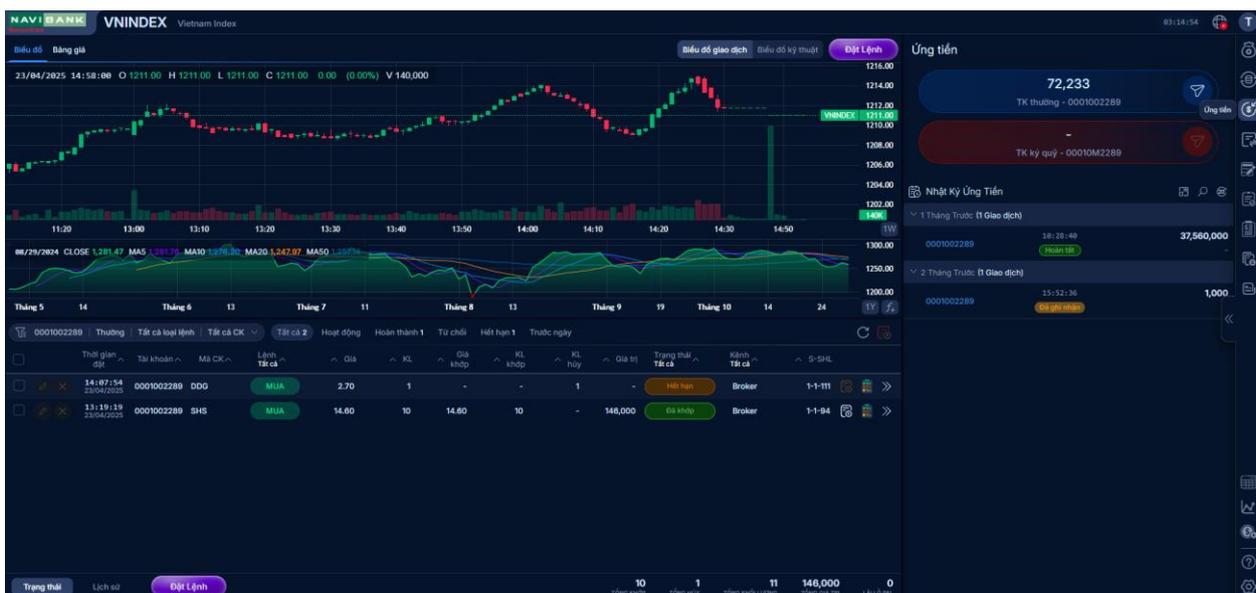
- Transferring account:
 - Securities account number for money transfer
 - ID card/Passport number
 - Amount to be transferred
- Receiving account:
 - Select request: Pre-registered bank account/Internal
 - Select appropriate bank account (if transferring money out)
 - Recipient name and branch automatically displayed: Customer checks this information again
 - Amount of money
 - Transfer content

Then, the customer clicks agree, and the system displays the information confirmation screen. The customer enters the pin code and clicks “Confirm”, the screen will display a message that the money transfer order was successfully created and displayed in the “Activity Log” section.



6. Advance payment for securities sales

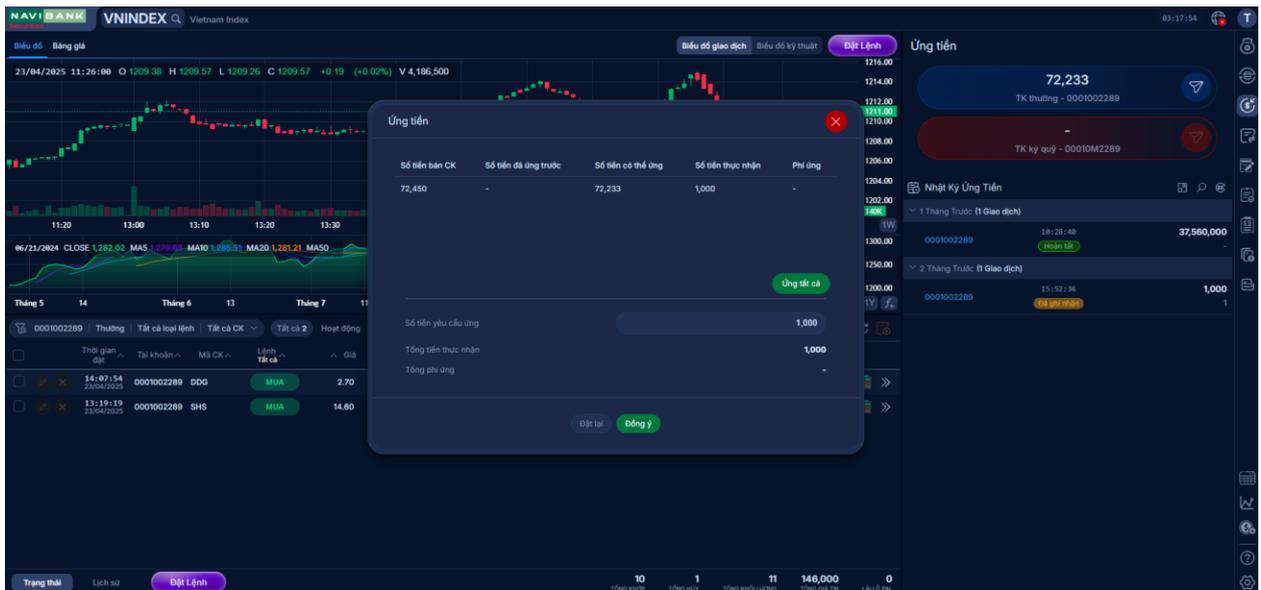
Customers can advance payment for securities sales through the advance payment function in the utility section.



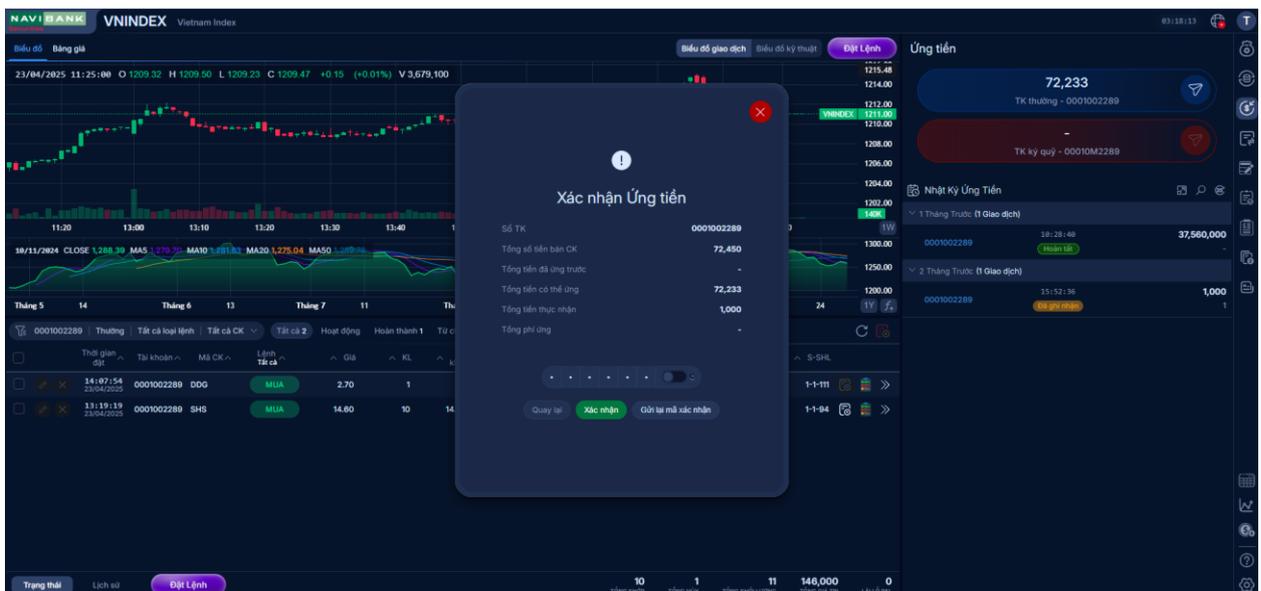
(Minimum advance amount: 1,000 VND)

Customers access the screen, select the account with the balance that can be advanced and choose to advance money.

Customers click on advance money, the screen will pop up to enter the information of the amount of money they want to advance and make the payment.



After clicking agree, the customer will confirm the request one last time and fill in the set pin code information to perform.

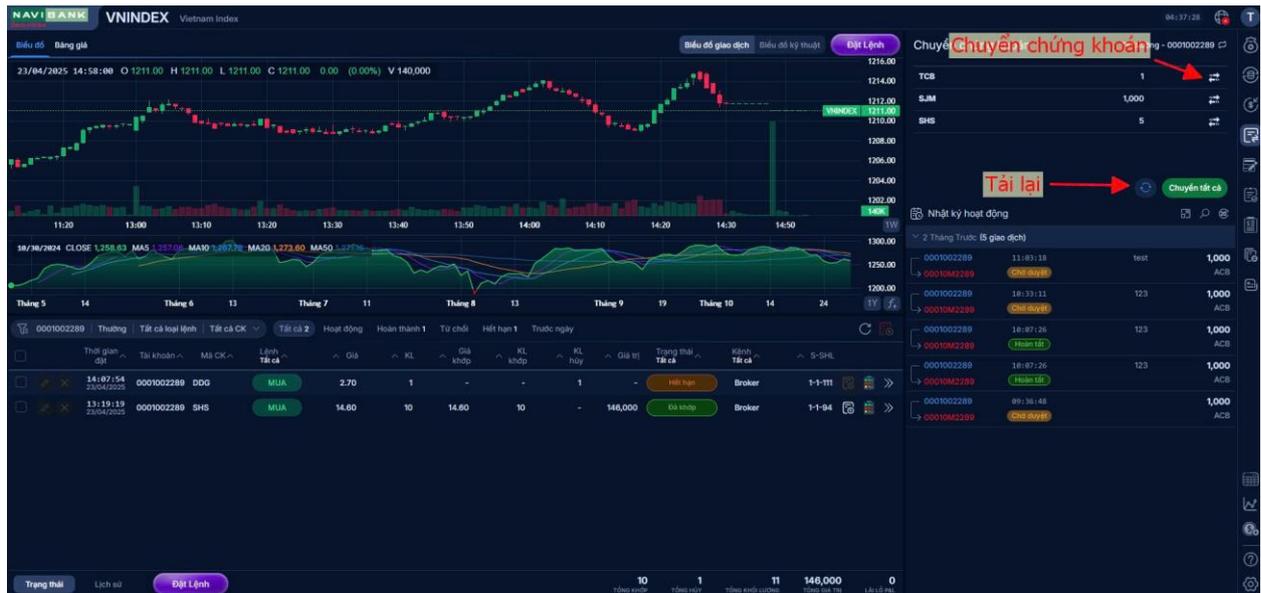


After that, the screen will display a successful advance request notification. Customers can review the advance payment of the account in the advance log below.

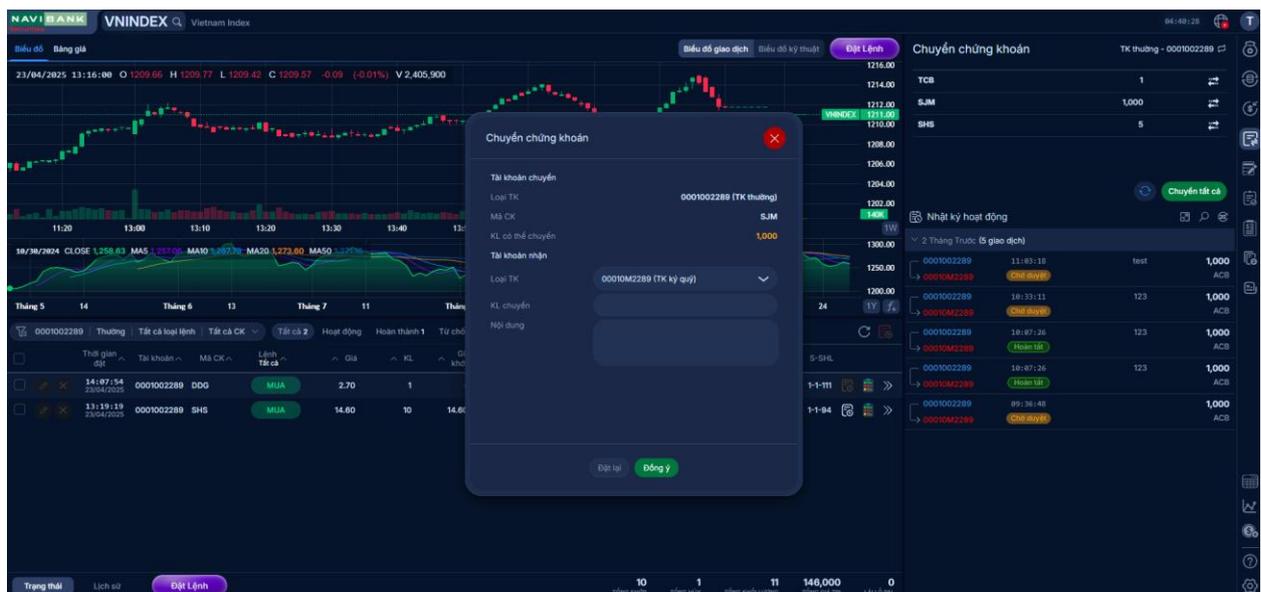
8. Securities Transfer

Customers access the “Securities Transfer” screen from the right menu column. From this screen, customers can perform the following functions:

- Transfer the desired securities code
- Reload the screen
- Transfer all securities
- Activity log



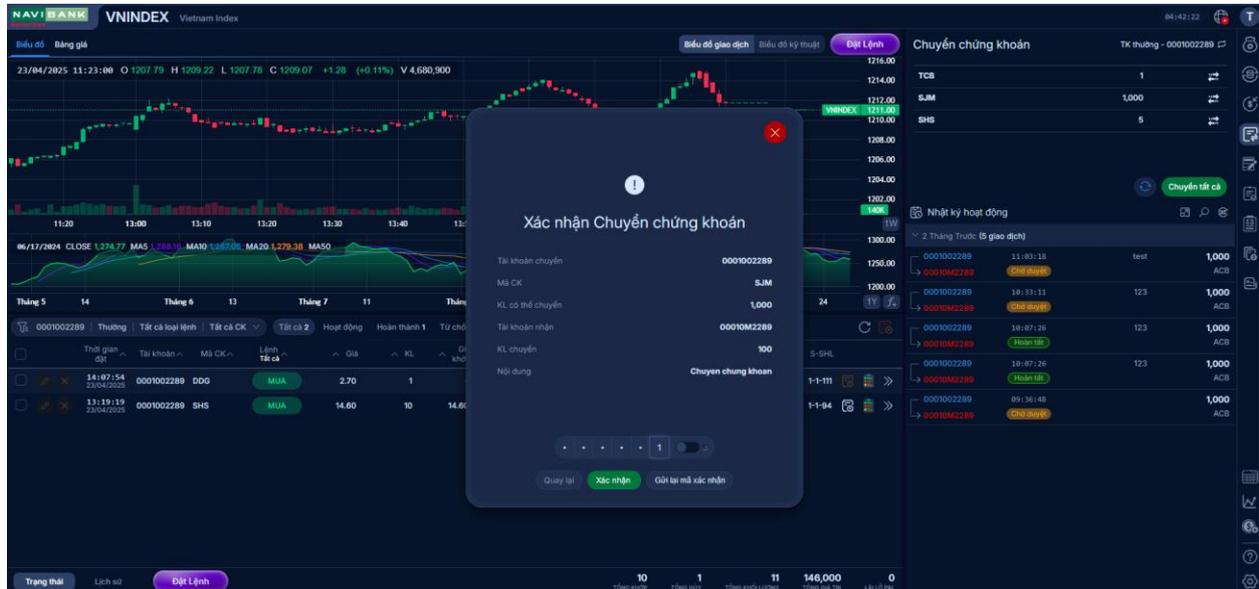
With the stock transfer feature, customers select the stock code to transfer and press the transfer button, the screen will display a stock transfer pop up.



After inputting the required information fields:

- Receiving account type
- Transfer amount
- Content (No accents)

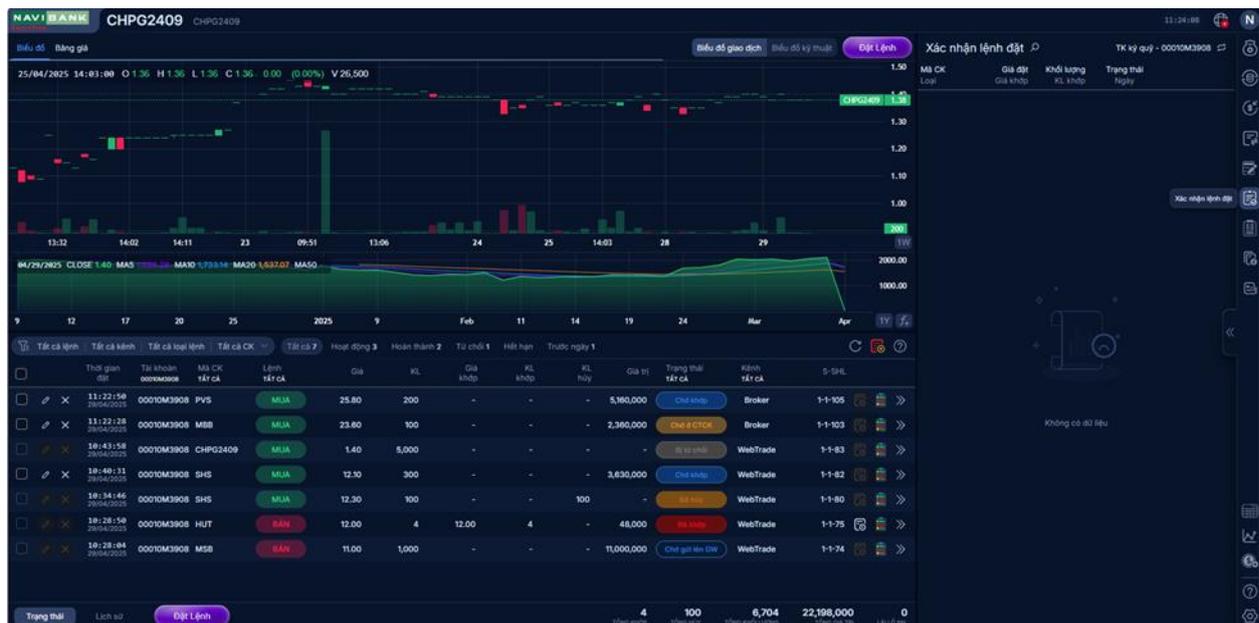
Then customer click agree and the screen will display confirmation



Customers enter the pin code and click 'Confirm', the screen will display a notification that the securities transfer order has been successfully created and displayed in the 'Activity Log' section.

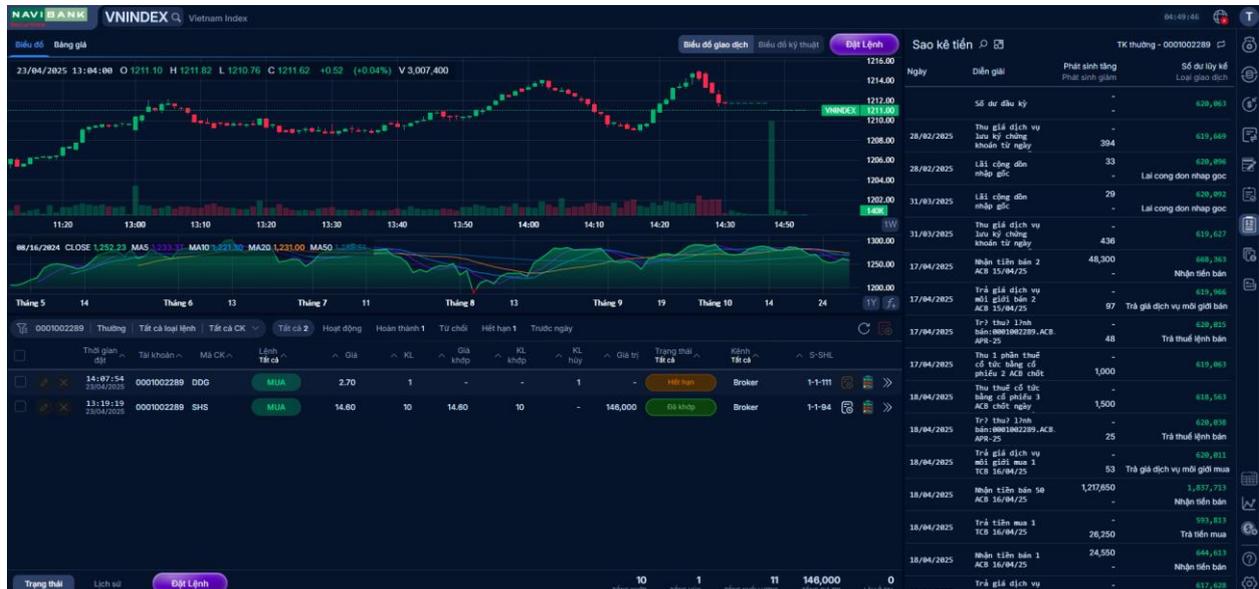
9. Confirming orders

Customers can access the feature in the utility section on the right side of the screen to confirm orders placed through the broker.



10. Cash Statement

Customers who want to query 'Cash Statement' information can access the function in the utility section on the right side of the screen.



11. Stock Statement

Customers who want to query information on 'Stock Statement' can access the function in the utility section on the right side of the screen.



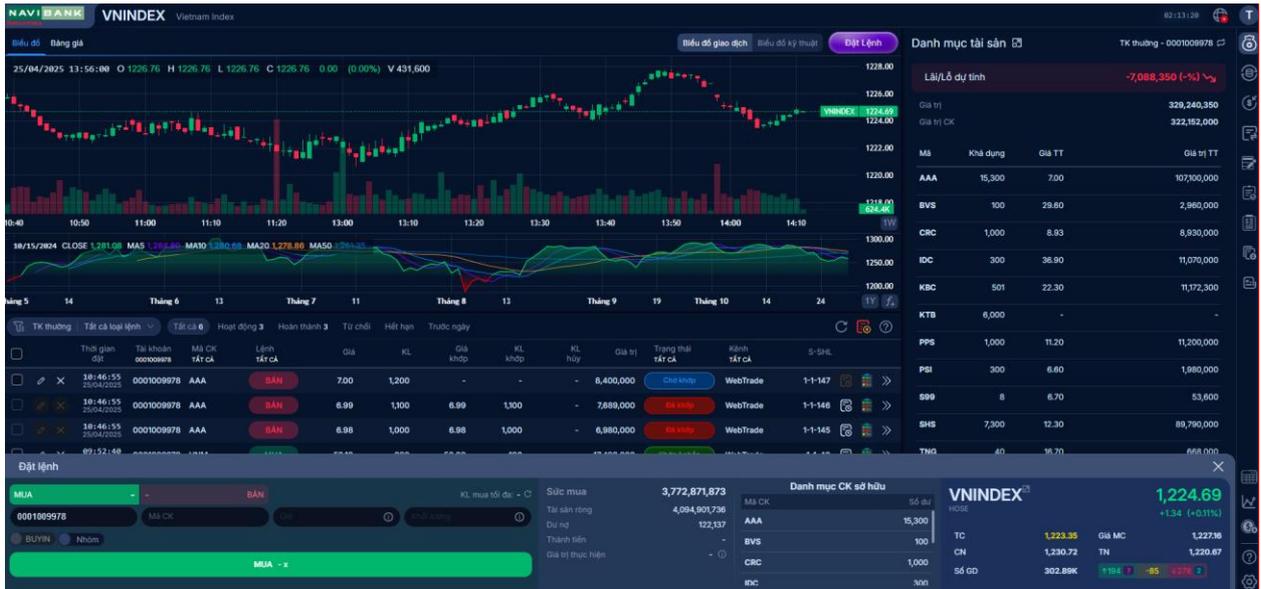
II. Transactions

1. Place orders and manage orders

1.1 Place orders

Customers access the Home trading homepage >> Select “Place orders”

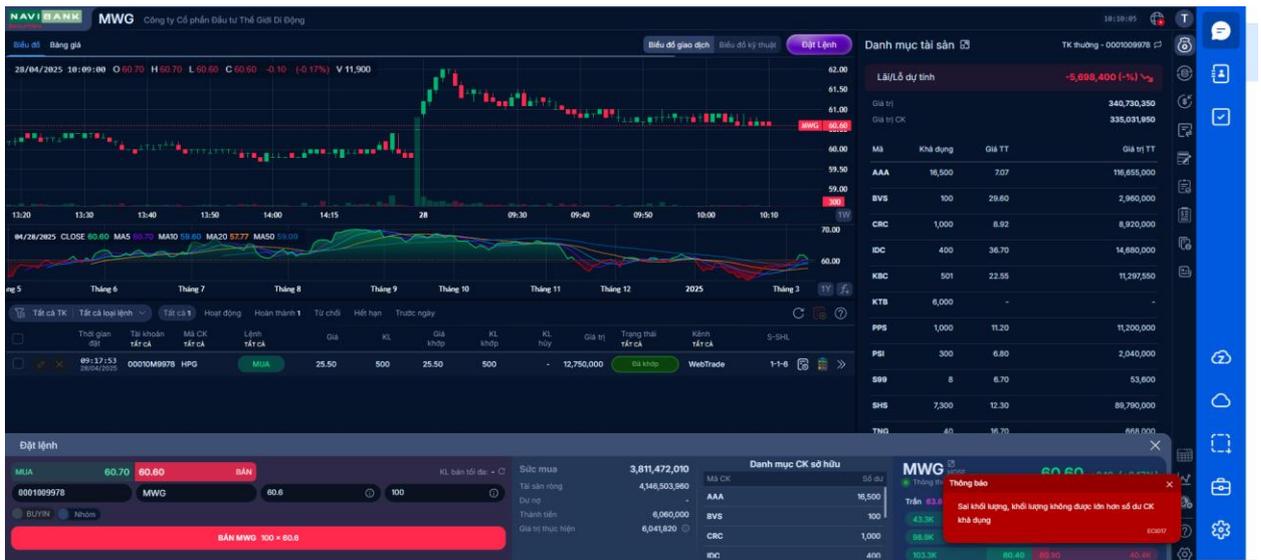
The quick order screen will appear



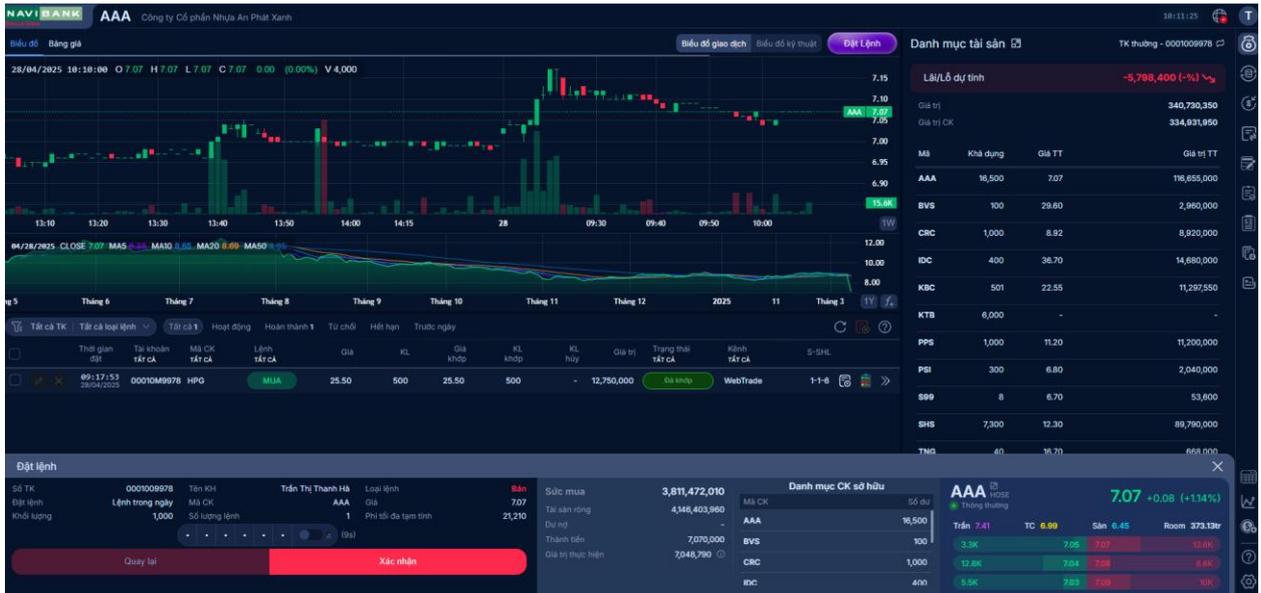
Customer selects Buy/Sell order >> Enter stock code, Price and Volume

The screen also shows the purchasing power/sale volume and the corresponding available stock portfolio of the customer

In case of input error, the screen will display the corresponding error message



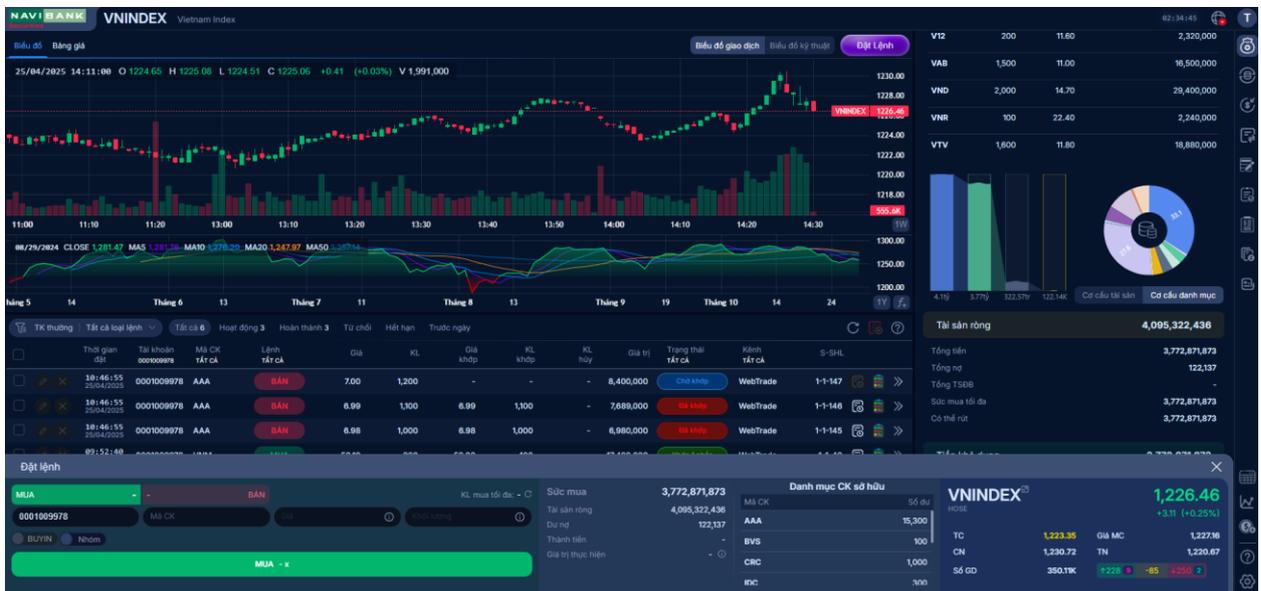
If valid, the screen will appear so that the Customer can confirm the order information one last time, enter the pin code before clicking "Confirm" the information and push the order.



When clicking “Confirm”, the customer has successfully pushed the buy/sell order to the system, there is a notification and the order is recorded in the order book. Customers can choose to save the pin code information for the next orders.

1.2. Order book

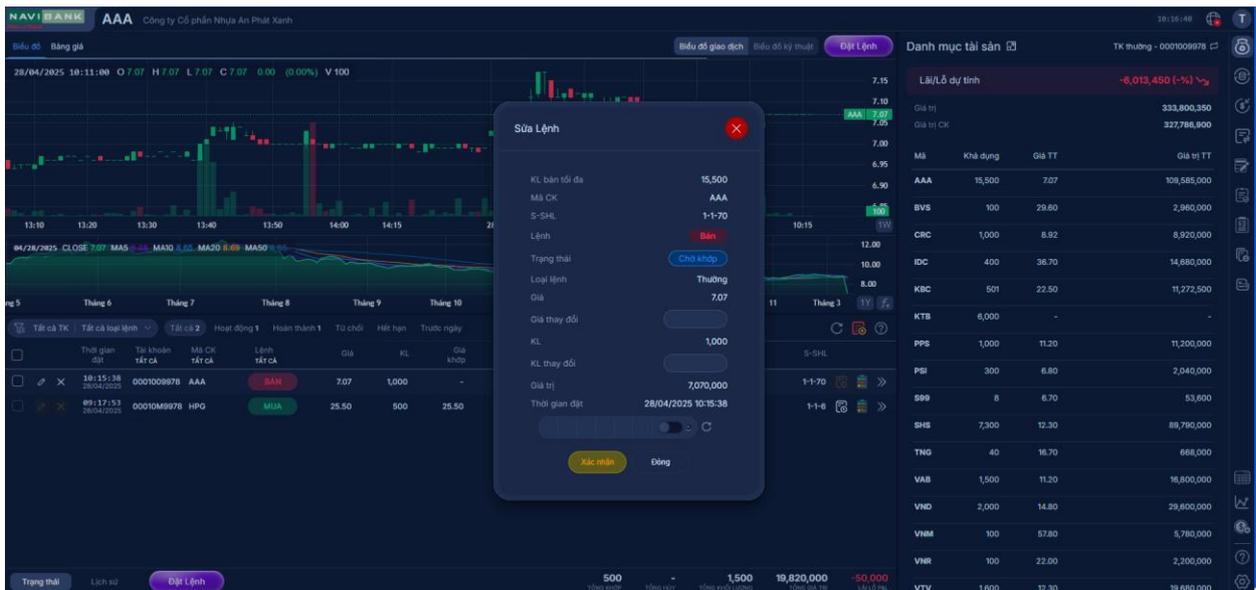
Customers can check the orders placed right on the order book quickly



1.3 Edit an Order

To edit an order, the Customers can click on the edit icon (📝) before the order that the Customers want to edit to operate

Then, the pop-up screen displays the order information for the Customer to edit the corresponding information field. The Customers enter the pin code and confirm the order edit.

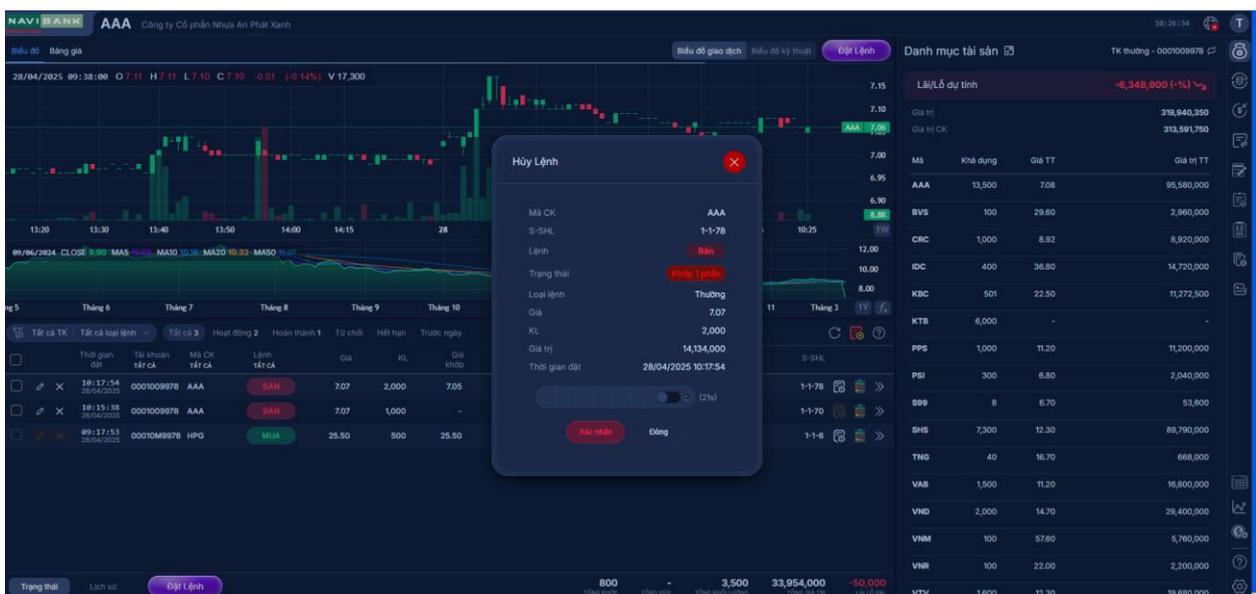


1.4 Cancel order

Customers can cancel orders placed during the day through the order book screen, customers click on the icon  before the order they want to cancel

- Cancellation only applies to orders in the status of Waiting for Matching, Partially Matching
- Cancellation only applies to sessions according to regulations, not applicable in ATC, ATO, Reopen sessions,...)

A popup screen will appear for customers to check the information one last time. Customers enter the pin code and confirm the cancellation of the order.



1.5 Automatic order splitting

For Buy/Sell orders with volume exceeding the allowed volume in 1 order according to the regulations of the Stock Exchanges, Customers only need to place 1 single order, the system will automatically split into multiple orders according to the prescribed volume:

Step 1: From the order placement screen. Customers fill in the corresponding order information as in the normal order placement step

- Enter the stock code, Price, Volume (large volume)
- Click “Buy/Sell”

Step 2: Display the order confirmation screen, Customers review the split orders

- Click “Confirm”, all orders will be sent to the system as split orders at the minimum level