



# Hang Seng Business e-Banking User Guide

## Securities Trading

### Change of Entry Points

#### Securities

We have combined all features into " **Securities** ".

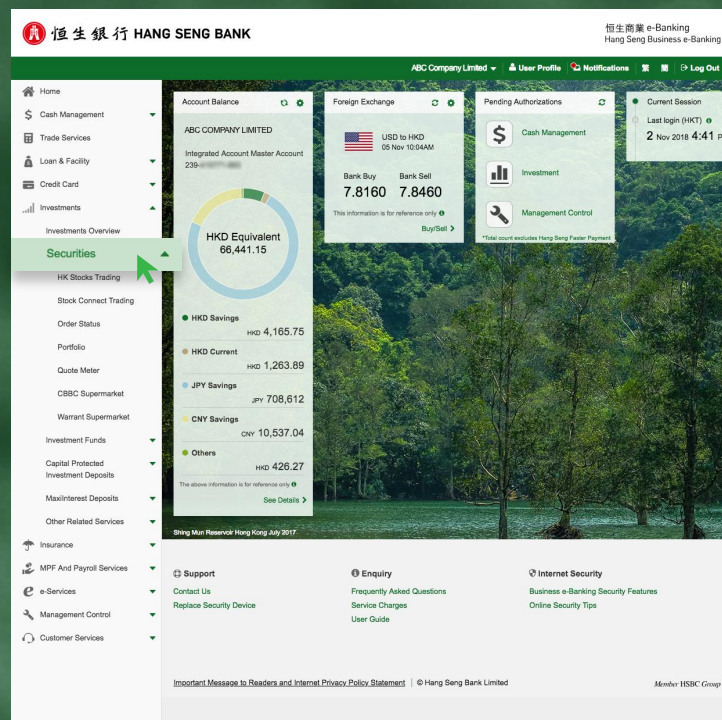
To access the " **Securities** ", click on the left hand side menu, click " **Investments** " > " **Securities** ".

#### Related Features

- " **HK Stocks Trading** ", " **Stock Connect Trading** " and " **Quote Meter** " functions are now in the " **Quote / Trade Stock Widget** ".

(If necessary, click the " **Quote / Trade Stocks** " to open the widget)

- " **Portfolio** ", " **Order Status** " and " **Settled Transactions** " are moved inside Securities Account.
- " **CBBC Supermarket** " and " **Warrant Supermarket** " are moved inside " **Portfolio** ".





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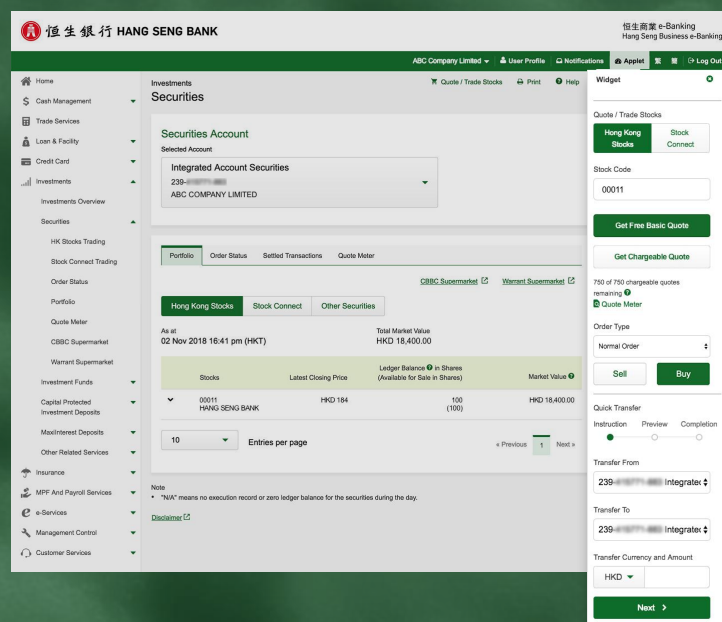
## Securities Trading

### Steps for Submitting Instruction

#### STEP 1

#### Locate the Widget for Securities Trade

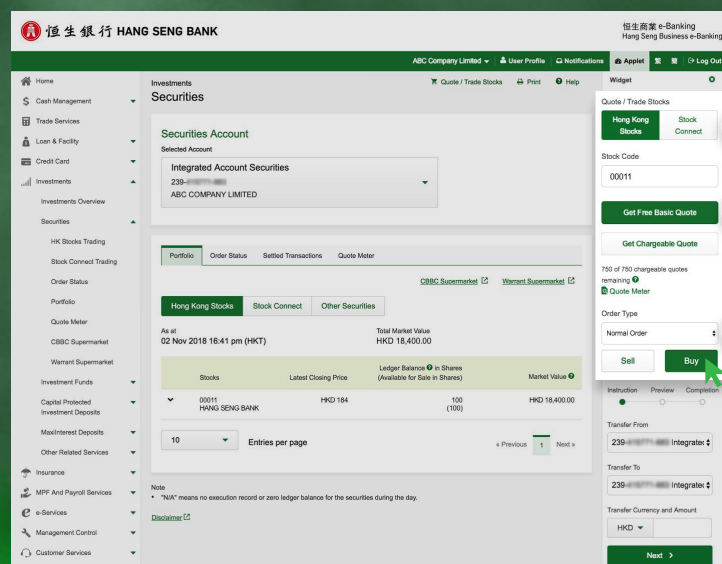
The “ **Quote / Trade Stock Widget** ” is located on the right of the page.



#### STEP 2

#### Choose Stock and Get Quote Securities Trade

- 1 Pick the market and enter the stock code.
- 2 Pick free basic or chargeable quote, the quote will be displayed at the bottom of the widget.
- 3 Pick the “ **Order Type** ” and choose “ **Buy** ” or “ **Sell** ”.





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### Steps for Submitting Instruction

#### STEP 3

#### Input Trade Instruction

- 1 Select an account for the instruction.
- 2 Enter instruction details.
- 3 Click " **Next** " to continue.

Based on different Order Types, form contents will be slightly changed.

The screenshot displays the 'Input Trade Instruction' form in the Hang Seng Business e-Banking system. At the top, a progress bar shows three steps: 'Instruction' (completed), 'Preview', and 'Completion'. Below the progress bar, a yellow box contains important information for customers trading shares issued by Italian resident companies, including a reference to the 'Italian Financial Transaction Tax' and a requirement to register a mobile phone number for SMS notifications.

The main form is divided into two sections:

- 1 Securities Account**: This section includes a 'Selected Account' dropdown menu showing 'Integrated Account Securities' with account number '239-XXXX-XXXX' and company name 'ABC COMPANY LIMITED'.
- 2 Instruction Details**: This section includes:
  - Order Type**: A dropdown menu set to 'Normal Order'.
  - Price**: A field with 'HKD' and a placeholder 'Input number here'.
  - Quantity**: A field with a placeholder 'Tradable Quantity (Shares) 0' and a 'Ref: Lot Size 100' label.
  - Good Till**: A date field set to '05 Nov 2018'.
  - # My Buying Power**: A section for buying power information.
  - Note**: A section with important information about order execution, including a note about CBBC, Warrants and Rights Shares expiring on a pre-determined date.

At the bottom right, there are 'Cancel' and 'Next >' buttons. A green arrow points to the 'Next >' button, which is labeled with a '3' in a circle, indicating the final step in this sequence.





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### Steps for Submitting Instruction

#### STEP 4

#### Preview the Instruction

Read carefully on the instruction information before confirm and submitting.

Account No.	239-*****
Action	Buy
Order Type	Normal Order
Stock Code	00011
Stock Name	HANG SENG BANK
Price	HKD 4.000
Quantity	100
Good Till	05 Nov 2018
Hold Amount	HKD 404.00

**Note**

- For multiple day orders, regardless of the final execution result, the order will be lapsed and cancelled at the close of market on the expiry day or at the time your cancellation request is duly handled, whichever is the earlier.
- You will receive an order reference number after order placing, which only represents acknowledgement of receipt of your order by the Bank. There is no guarantee that your order will be executed in the market. The Bank will try its best to process your order but it may NOT be performed due to fluctuation in stock price, insufficient market liquidity, system failure and any event beyond the control of the Bank. Moreover, if you **DO NOT** receive an order reference number, please check whether your order has been accepted from the "Order Status" under "Securities" page to avoid duplicate order.
- You will not receive a personal call to confirm your order placed through Hang Seng Business e-Banking. Please view "Order Status" under "Securities" to check the updated status of your order.

[Back](#) [Cancel](#) [Confirm and Submit the Instruction](#)

#### STEP 5

#### Completion

Instruction Received.  
To follow up your order, you can click  
" **Go to Order Status** " at bottom of the page.

Instruction Received. Reference No.: P-566832

Account No.	239-*****
Action	Buy
Order Type	Normal Order
Stock Code	00011
Stock Name	HANG SENG BANK
Price	HKD 4.000
Quantity	100
Good Till	05 Nov 2018
Hold Amount	HKD 404.00

[View Portfolio](#) [Go to Order Status](#)