Z.com TRADER Web
User Guide

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1. Screen Description

Login

To login to the trading platform, go to the Z.com Trader Web login page via the corporate website:

1. Enter your User ID sent to you by post.
2. Enter your Password sent to you by email.
3. Click 'Login' after finished entering User ID and Password.

2 Factor Authentication


After login with your User ID and Password,

1   Find the 2FA token in your Google authenticator APP and enter the token.

2   Click "Authenticate" before the token expired.

3   For more details about 2 Factor Authentication, please click "FAQ: 2FA" to view our web site.

**Z.com FOREX**

Logout

1   Click 'LOGOUT' on the top right-hand corner when you finished using the Z.com Trader Web

Notification Window
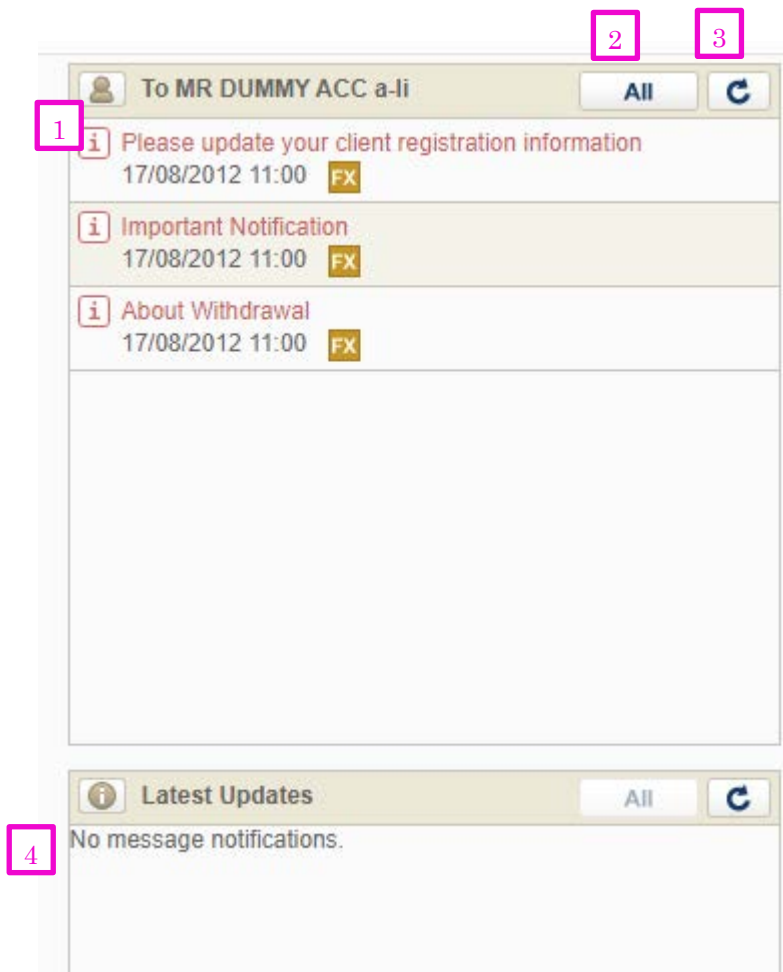
1   Personal notifications to you, click on each item to view details.

2   Click 'All' to show details for all notifications.

3   To refresh the most updated entries.

4   Broadcast message to all clients will be shown here, check by clicking specified entry.

Order Panel
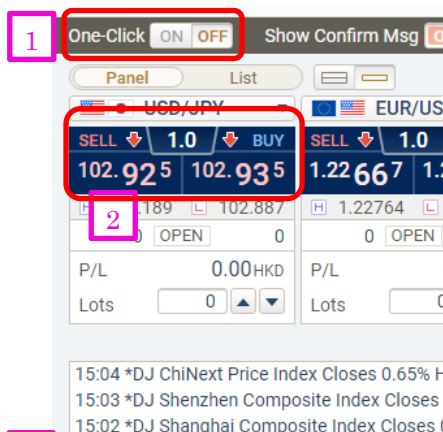
| 1 | To view the order panel, ensure the "One-Click" trading function is 'OFF'. |
| 2 | Then click the current Sell / Buy price to show the order panel. |
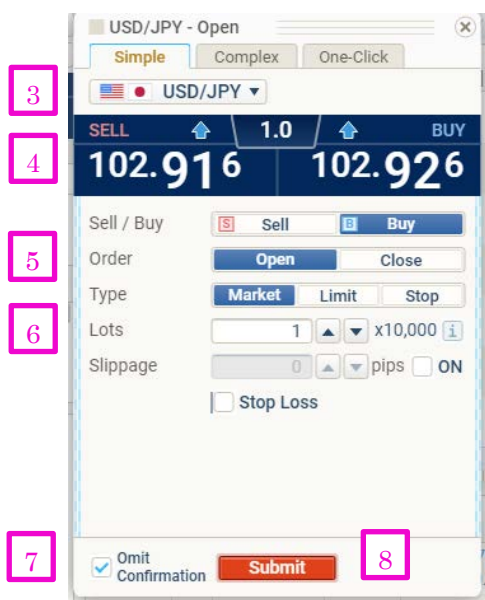
3	Choose the currency pair to be traded.
4	Current Sell / Buy price of the selected currency pair.
5	Choose the order type. Select as follows:

Sell / Buy	To choose whether buy or sell the specified currency pair.
Order	Open: to open a new position. Close: to close an existing position.
Type	Market: to execute at current price. Limit: to execute at a specified rate better than the market rate. Stop: to execute at a specified rate worse than the market rate to close-out a position.

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6   Specify the trading volume in lots (1 lot = 10,000 for each currency pair). Refer to the website to check the maximum order lots.

7   Check to omit the confirmation window for placing an order. If this box is not checked, a confirmation window (see below) will appear for checking before submission.

8   Click to submit the order.

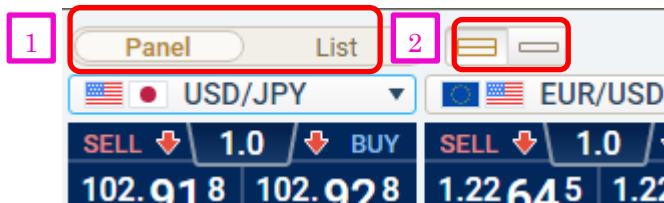## Simple Chart

1	Choose the currency pair, time period, chart type and currency compare here.
2	Chart window. Current positions, orders, selected indicators will be shown here.
3	Chart Legend
4	Chart setting button. Configure the colors and indicators here.
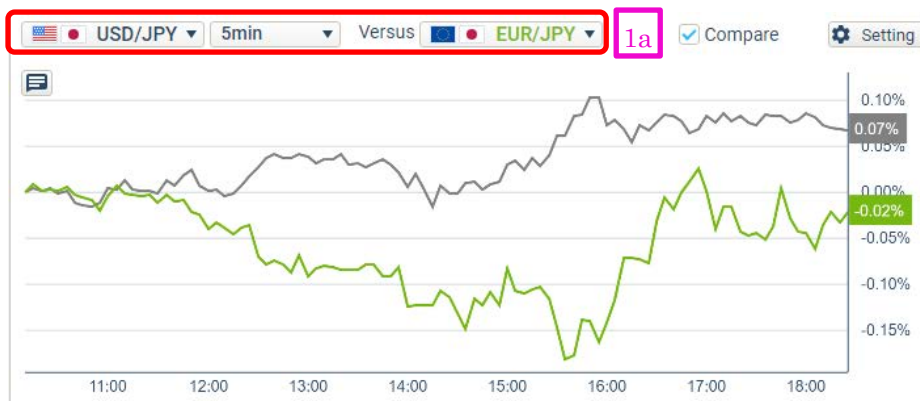
1a Currencies compare, choose 2 currencies to compare and set the time frame.
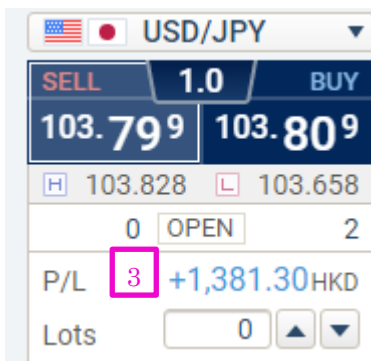
Panel and List of currency pairs

| 1 | Switch between panel or list view here. |
| 2 | Select to view 4 or 8 currency pairs in the quote panel. |

Panel View

List View

| 3 | For panel view, unrealized P/L for current outstanding position will be shown. |
| 3a | For list view, change and rollover interest amount will be shown. |

4	SP: selling and buying price spreads; Change: value changed from last trading day, equals to current price minus previous New York closing price.
5	RO-S: Rollover for holding 1 lot Sell position overnight;
	RO-B: Rollover for holding 1 lot Buy position overnight;

Transactions
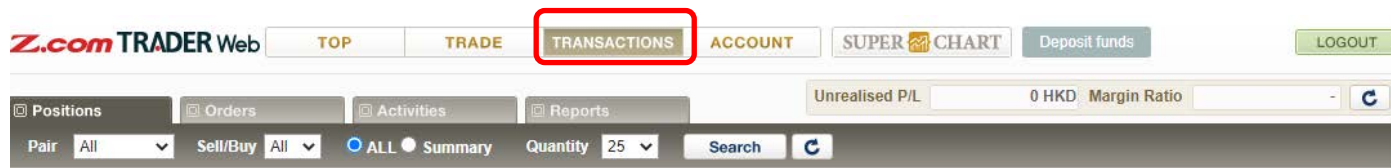
1. Click 'Transactions' to check current positions, orders, activities and reports.

Positions

To conduct desired positions or orders search, proceed on the position tab.

2. To close the specific position, click the "order" button, then order panel will pop up.

To sort the position/order according to specified columns. Simply click the blue links on the upside of the column to do so:

3. By currency pair;
4. By number of pending lots;
5. By unrealized P/L;
6. By accumulated rollover;
7. By required margin

Orders

| 1 | To check the order details by clicking the specified order number |
| 2 | To modify/cancel the specified order, click 'Order' button to view the order panel |

Order Details

| 3 | Only filled orders will be shown on the 'Order Details' session. |
| 4 | The history for any amendments of the order will be shown on the 'Change History'. |

Activities

1   To select the search criteria, for example setting the search period.

2   To download search result in CSV format that could be opened by Microsoft Excel.

Reports

Statement Date ▼	Document		Status
31/12/2020	Monthly Statement of Account for the Leveraged Foreign Exchange Trading	3	Unread
09/12/2020	Combined Account Statement for the Leveraged Foreign Exchange Trading		Unread
07/12/2020	Combined Account Statement for the Leveraged Foreign Exchange Trading		Unread

3   To view recent daily or monthly statement in the report session, click the link.

Account

1   To view account details.

2   Usable margin: The amount available for placing new order

= Net Equity – Margin Used

3   Net Equity: The total dollar value on your trading account.

= Cash Balance + Unrealized P/L + Unsettled Rollover – Withdrawal Request Amount

4   Available Funds: The amount available for withdrawal.

= Net Equity – Margin Used – Unrealized P/L

5   Margin Status:

[Status types]

None： No positions are opened in the trading account.

Normal： Maintenance Margin Ratio higher than 100%

Margin Call： Maintenance Margin Ratio below 60%

Auto-Closeout： Processing liquidation of all outstanding positions (Maintenance Margin Ratio lower than 30%)

6   Margin Ratio

= Net Equity ÷ Required Margin × 100

Positions	
Unrealised P/L	Leverage Ratio
7 317.72 HKD	8 0.36 times
Margin Used (A+B)	9 Total 37,188.88 HKD
Required Margin (A)	Margin for Pending Orders (B)
10 18,153.28 HKD	11 19,035.60 HKD

7   Unrealized P/L:

Total marked-to-market profit or loss for current open positions

8   Leverage Ratio:

Portfolio value (required margin x 20) / Net Equity

9   Margin Used:

Required Margin for open positions and pending orders

10   Required Margin:

5% of the contract value for all open positions

11   Margin for Pending Orders:

5% of contract value for all pending orders.

Account Balance (C+D+E)		Total 1,000,237.23 HKD
Cash Balance (C) i	Unsettled P/L (D)	Unsettled Rollover (E)
12 1,000,000.00 HKD	13 237.23 HKD	14 0

12   Account Balance = Cash Balance + Unsettled P/L + Unsettled Rollover

13   Unsettled P/L

P/L realized but yet to be settled.

14   Unsettled Rollover

Rollover interests pending settlement.

Due for Settlement		Total	-32.27 HKD
Value Date	Realised P/L		Rollover
26/01/2021	0 HKD		-32.27
27/01/2021	0 HKD		0
28/01/2021	0 HKD		0
29/01/2021	0 HKD		0

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Required Margin & Rollover Rate Table									
Currency Pair		USD/JPY	EUR/USD	EUR/JPY	USD/CHF	USD/CAD	GBP/USD	AUD/USD	NZD/USD
Required margin (per Lot)		3,876.48 HKD	4,758.92 HKD	4,759.15 HKD	3,876.35 HKD	3,876.35 HKD	5,260.72 HKD	2,992.59 HKD	2,800.71 HKD
Rollover Rate (05/01/2021)	Buy	+0.75 (1 Days)	-3.70 (1 Days)	-1.64 (1 Days)	+1.20 (1 Days)	+0.03 (1 Days)	-1.64 (1 Days)	-1.96 (1 Days)	-1.31 (1 Days)
	Sell	-1.43 (1 Days)	+2.33 (1 Days)	+0.90 (1 Days)	-2.26 (1 Days)	-0.30 (1 Days)	+0.90 (1 Days)	+0.62 (1 Days)	+0.37 (1 Days)

15 To show the current required margin for one lot and rollover interest, click the arrow to expand the menu.

Fund Transfer

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Z.com TRADER Web	TOP	TRADE	TRANS	ACCOUNT	SUPER CHART	Deposit funds

Fund Transfer

Online Withdrawal Request(Pre-registered)	
Bank Name (Bank Code)	INDUSTRIAL AND COMMERCIAL BANK OF CHINA (ASIA) LIMITED (072)
Bank Account Holder's Name	DUMMY CLIENT ACCOUNT EIGHT
Bank Account Number	9999999999
Available Funds	0 HKD
Withdrawal Requested Amount **17**	HKD
Bank Fee	0 HKD

To request for funds to be transfered to registered bank account as shown above, please fill in the amount and click "Confirm" to proceed.

Confirm

Fund Withdrawal Request Form

Remaining Funds Available (Reference Only)

06/01/2021	0 HKD
07/01/2021	0 HKD
08/01/2021	0 HKD

Important to Note:
1. Withdrawal request is not available between 4:00 p.m. - 5:00 p.m. HKT during Hong Kong business days.
2. We only accept one withdrawal request a day.
3. Cut-off time for all online withdrawal requests is 4:00 p.m. HKT (excluding Saturday, Sunday and HK public holidays).

Fund Transfer History	Category	All	Period	One week	Search
Category	Transaction Date	Value Date	Amount(HKD)	Status	Remarks

16 Deposit Methods

Click "Deposit funds" to view the deposit methods available.

17 Withdrawal Request

Click "Account" → Find "Fund transfer" and "Withdraw requested amount", then enter the withdrawal amount and confirm by clicking "Confirm" button to process.

Information

To change the account settings or contact information (other than password, language preference, email notifications & alert settings), please provide us a written instruction. Download the required form, fill in the necessary details and send to us by post, email, or fax.

2. Order Type and Description

1 To choose the details of the order,

1a To specify a stop upon a market order, check the box of "Stop Loss" and select a stop away from the order price in pips.

2 Slippage: Input the maximum "pips" deviation allowed to execute the trade when the market moves after an order is submitted. This happens when the market is volatile. Check the box to activate this function.

3 Choose the closing sequence here.

FIFO (First in, first out)	When there are multiple open positions in a currency pair, if the positions are not specified, the earliest opened position will be closed first.
LIFO (Last in, first out)	Opposite to FIFO, the last opened position will be closed first.

4 Set the expiry condition on the order here.

Day	Good-for-day.
GTC	Good-till-cancelled
GTD	Good-till-date
GTF	Good-till-Friday

There are other types of order that could be placed:

IFD (If done)	Placing 2 orders simultaneously. Once the primary order has been filled, the secondary order (to close the position) will be automatically in place.
OCO (One cancels other)	Placing 2 orders simultaneously. When one order has been filled, the other one will be cancelled.
IFDOCO (If done OCO)	Placing an IFD order and an OCO order simultaneously, with second leg of the IFD being an OCO order.

3. Trading Setting

Modify/Cancel Order

Modify or cancel existing orders from the ORDERS panel

1. Highlight the order to be modified or cancelled.

2. Click the "Modify/Cancel Order" button, a pop-up window will be shown.

3. Input the order price to modify.

4. Choose the expiry type.

5. Press the "Modify Order" button to confirm, "Cancel Order" to cancel the order you have selected or "Cancel Order →New Order" to cancel the current order and create new order.

[Modify Order] confirmation panel

[Cancel Order] confirmation panel

| 6 | To confirm the modification on the order, click "Submit". |
| 7 | To confirm cancellation of an existing order, click "Submit". |

User Preferences

1   Change the user setting through the user preference window, to open the window, click this icon.

Simple/Complex:

Change the default setting on placing order here.

2   Click the [Simple/Complex] tab.

3   Choose [My Settings] to set default trading setting, including Order Type and Limit Order (Dist.) etc. It will appear automatically when the order window is opened.

3a   To set default settings for each currency pair, choose the desired currency pair.

3b   To apply existing setting to specified currency pairs, check [Apply My Setting to this pair].

4   Choose the default order type as [Market], [Limit], [Stop], [IFD], [OCO], [IFDOCO] or [One-click].

5   Tick the [No Restriction] box if you do not wish to set any slippage limit. Otherwise, untick and enter the

maximum slippage allowed in pips.

6 Set the default stop/limit levels (in pips) and default expiry condition.

7 To automatically activate a stop loss after the position is opened, the stop loss setting will follow the setting on stop distance.

8 To confirm the setting, click "OK".

9 To discard all setting and back to default setting on the currency pair, press the "default" button.

User Preference – others
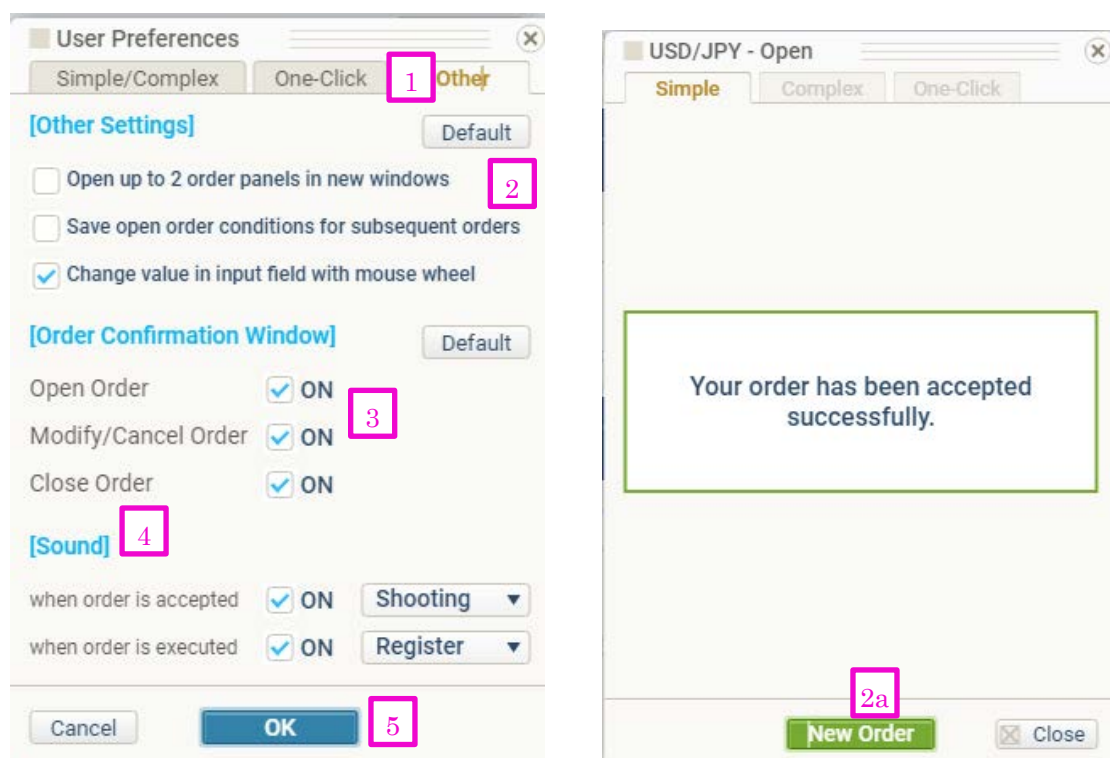
1 To change the miscellaneous settings, click the "Other" tab.

2 Choose [Open up to 2 order panels in new windows], [Save open order conditions for subsequent orders] or [Change value in input field with mouse wheel].

2a To place a new order with same conditions as prior one, click [New order].

3 Click [ON] to pop-up the confirmation window for each order type.

4 Choose the sound alert setting.

5 To confirm, press "OK".

Positions

To close specified orders through the position window.

1 All: Positions listed individually in the order of execution time.

2 Summary: Positions listed as a summary of total holdings of each currency pair.

3 To close a specific position, highlight the position and click the "Close Order" button. A close order window will pop-up, click "Confirm" to close the order.

|4| Choose "modify" to change the position to be closed.

|4a| On the pop-up extended tab, choose the specified position and amount to be closed, or check "ALL" to close all position of the specified currency pair, and then confirm by pressing the "Modify Closing Lots" button.

|5| After changes are made, click "Confirm" to close the position.

4. Risk Disclaimer

Risk of trading in leveraged foreign exchange contracts

The risk of loss in leveraged foreign exchange trading can be substantial. You may sustain losses in excess of your initial margin funds. Placing contingent orders, such as "stop-loss" or "limit" orders, will not necessarily limit losses to the intended amounts. Market conditions may make it impossible to execute such orders. You may be called upon at short notice to deposit additional margin funds. If the required funds are not provided within the prescribed time, your position may be liquidated. You will remain liable for any resulting deficit in your account. You should therefore carefully consider whether such trading is suitable in light of your own financial position and investment objectives.

Risk of electronic trading

Trading on an electronic trading system may differ from trading on other electronic trading systems. If you undertake transactions on an electronic trading system, you will be exposed to risks associated with the system including the failure of hardware and software. The result of any system failure may be that your order is either not executed according to your instructions or is not executed at all.

For more details, please go to our corporate website.