TTSE ONLINE TRADING PLATFORM (TOP)

CLIENT USER MANUAL

Document History

Version Number	Date	Author	Notes
1.0	16/10/2019	TTSE Market Operations	
1.1	28/04/2020	TTSE Market Operations	Updates were made due to functional updates to the system.

Contents

Introduction

Welcome to Trinidad and Tobago Stock Exchange Limited Online Trading Platform (TOP) Client User Manual. This document provides client users with in-depth operational instructions and descriptions of all the functionalities of TOP together with visual illustrations. This manual is to be read alongside our **Online Trading Guideline** document.

TO OBTAIN GENERAL INFORMATION on the local stock market, users may visit the TTSE website at www.stockex.co.tt

FOR TECHNICAL SUPPORT please contact the TTSE Customer Support at:

- Email: topadmin@stockex.co.tt
- Telephone: 1-868-625-5107/9
- Use the Contact Us button on TOP

FOR BROKER QUERIES please send an email to the participating brokerage firms' email contact as follows:

Participating Brokerage Firms	Email Address
Bourse Brokers Limited	orders@boursefinancial.com
Caribbean Stockbrokers Limited	onlinetrades@caribstockbrokers.com
First Citizens Brokerage & Advisory Services Limited	brokerage@firstcitizenstt.com
JMMB Securities (T&T) Limited	orderstt@jmmb.com
Republic Securities Limited	rs_localequity@rfhl.com
West Indies Stockbrokers Limited	wiseteam@rbc.com

Chapter 1: Registering for a TOP Account

1.1 Accessing TOP Homepage to register for a TOP Account

To access TOP Homepage, you must complete the following steps:

1. Select the web browser of choice e.g. Internet Explorer, Mozilla, Chrome etc. Please ensure the web browser is up to date as the site may not work on older versions of browsers.
2. Enter the URL https://top.stockex.co.tt/ to navigate to TOP Homepage.

1.2 Signing up for a TOP Account

To sign up for a TOP Account you must perform the following steps:

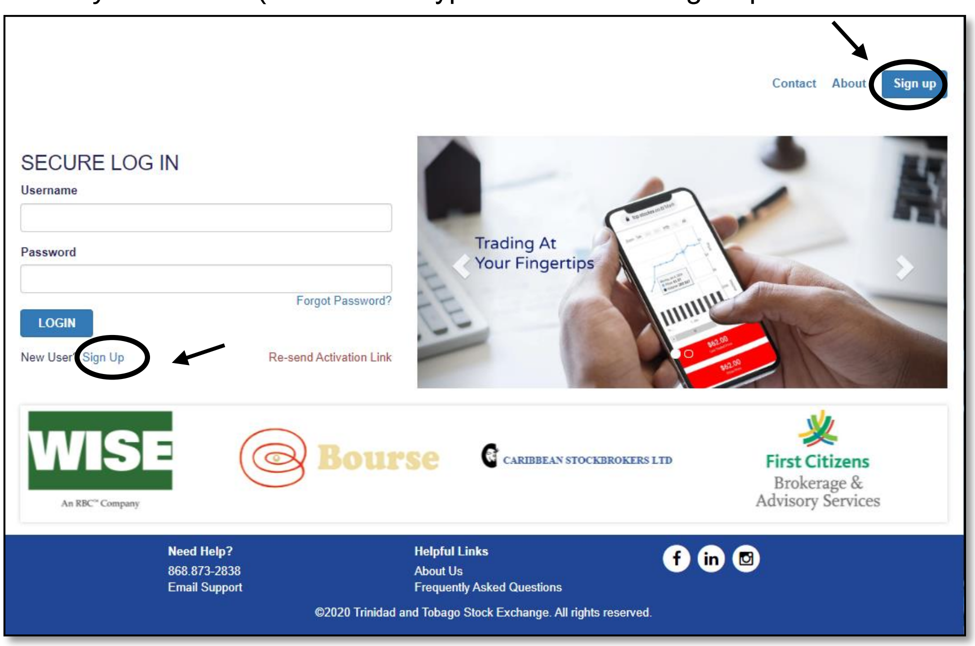
1. Complete the five-stage registration process for a TOP Account.
2. Activate your newly created TOP account.

NOTE: The Trinidad and Tobago Stock Exchange (TTSE) and the Trinidad and Tobago Central Depository (TTCD) developed a "single sign-on" process. What does this mean? If you previously registered for a TTCD Estatement account, you should skip the TOP registration process and use that account to log into TOP. Similarly, when if you first create a TOP account, you should use this account to log into the TTCD Estatement platform to access your electronic statements and shareholder notices.

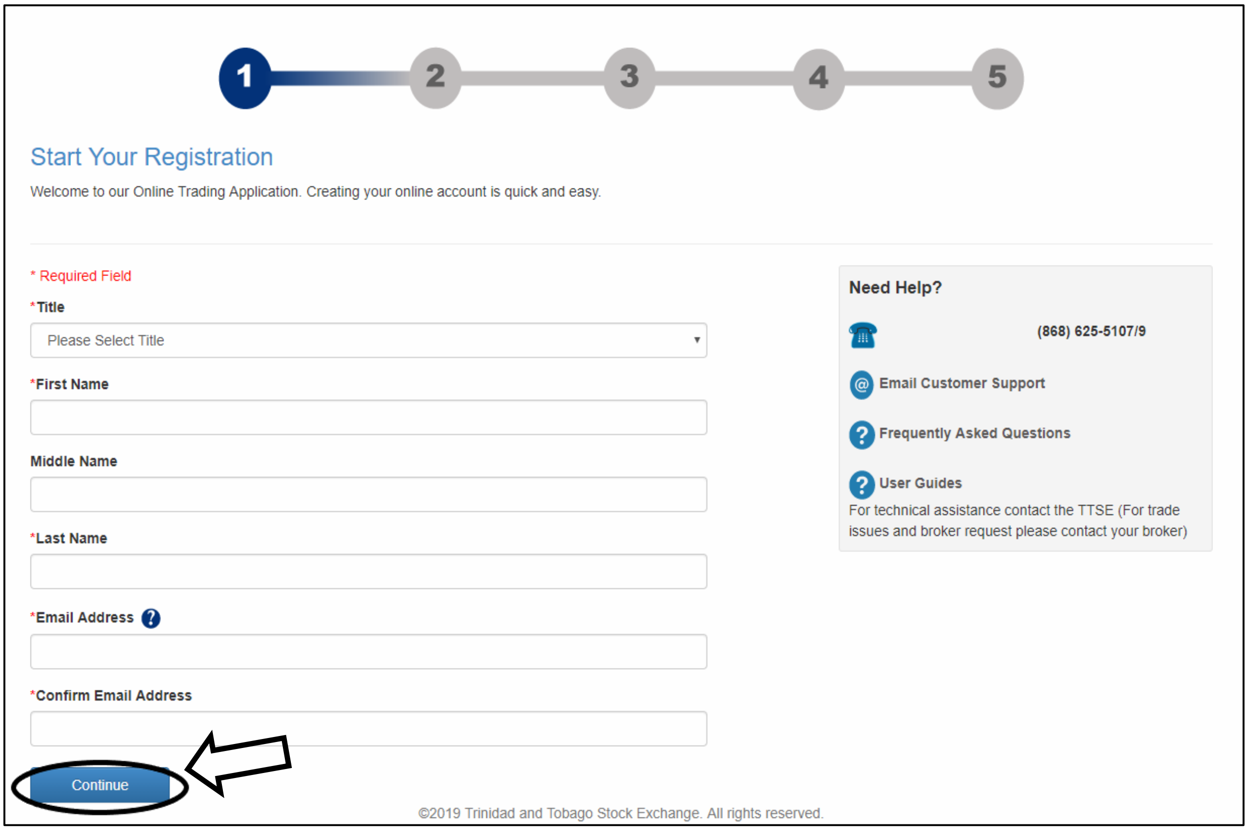
1.2.1 Completing the five stage registration process for a TOP Account

Stage 1: Start Your Registration

1. Navigate to TOP Homepage and click on the "Sign Up" button, located at the top right-hand of your screen (or click the hyperlinked word "Sign Up" located below the login area).



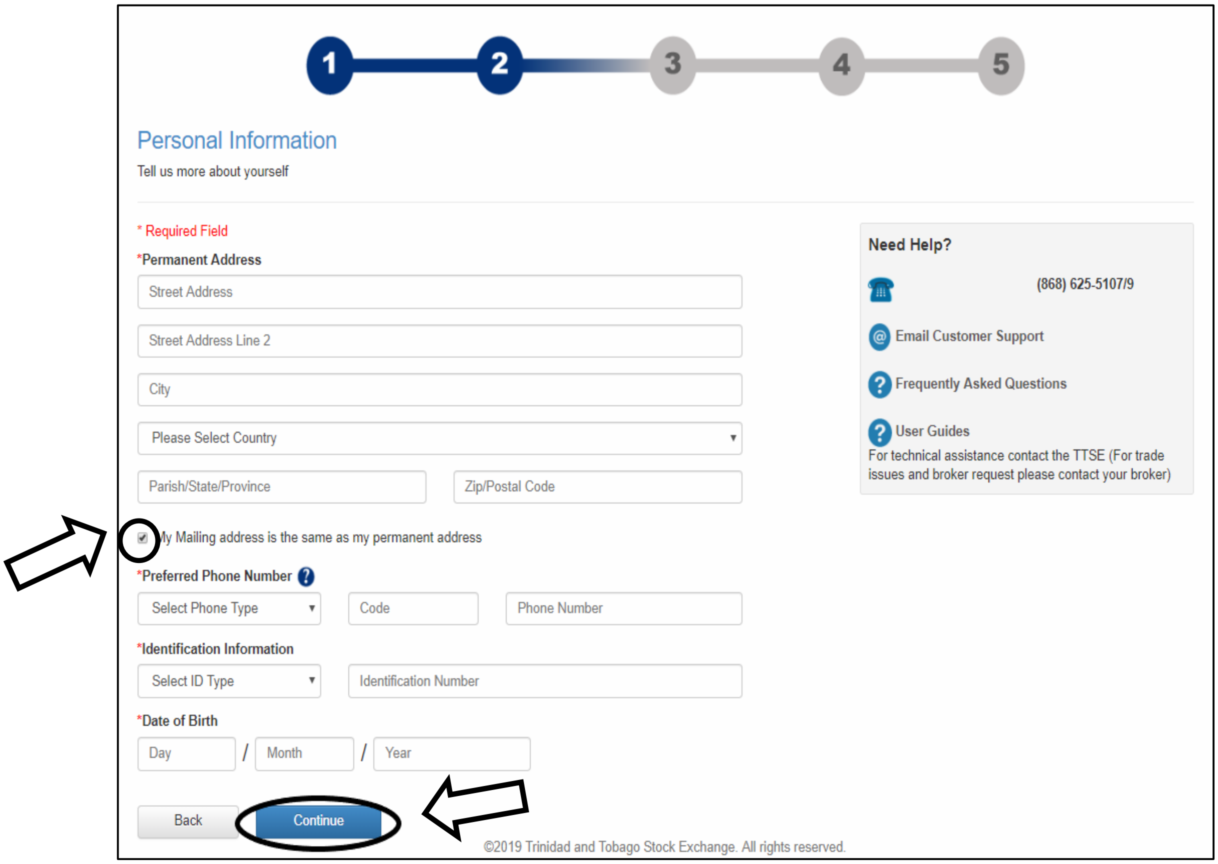
2. The following screen appears with the highlighted number 1 in the progress bar. This is the first stage of the registration process. Numbers in the progress bar located to the top of each page denotes the stages of registration. You must complete all five stages to complete the registration process.



3. Enter the information for the respective fields and be sure to fill in the required fields (denoted by red asterisks *).
4. Click on the “Continue” button to proceed to the second stage.

Stage 2: Fill out your Personal Information

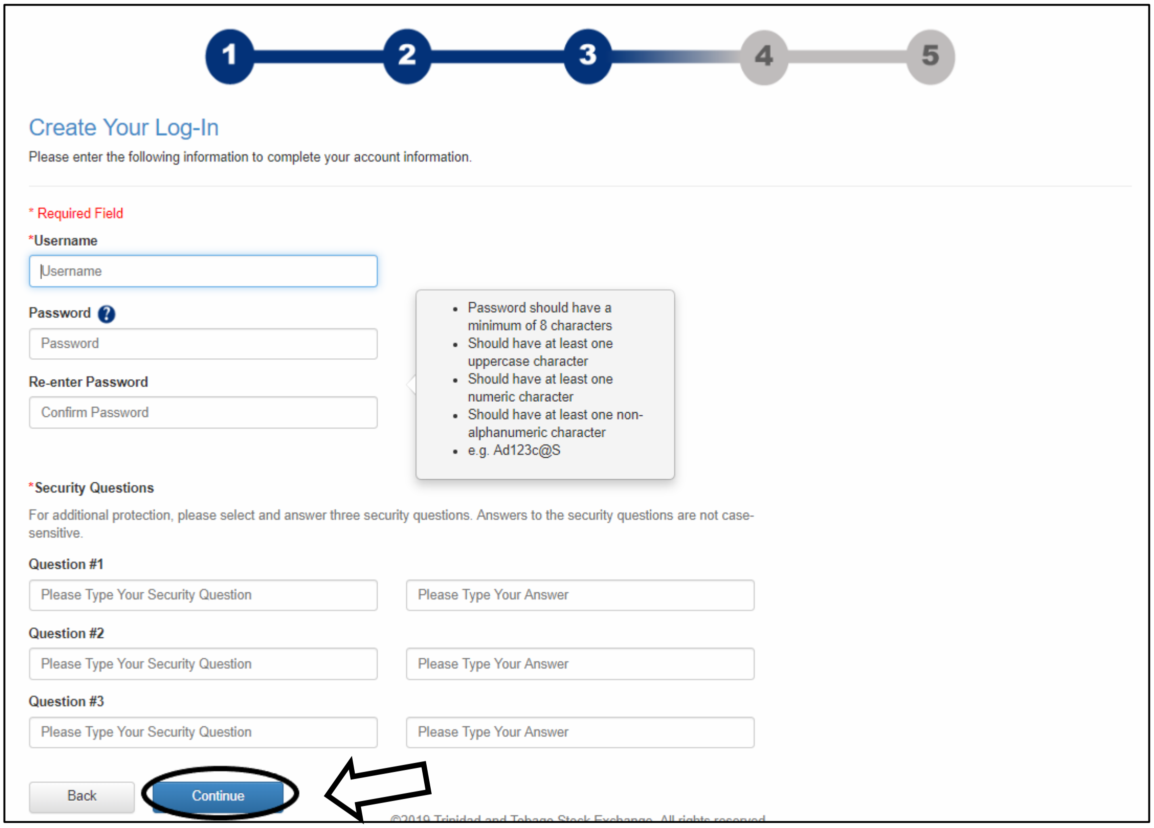
1. The following screen appears with the highlighted number 2 in the progress bar.



2. Enter the information for the respective fields and be sure to fill in the required fields (denoted by red asterisks *).
3. If your mailing address is the same as your permanent address, click the checkbox located after the permanent address section.
4. If your mailing address is not the same, proceed to fill out all the fields in mailing address section.
5. Click on the “Continue” button to proceed to the third stage.

Stage 3: Create Your Log-In

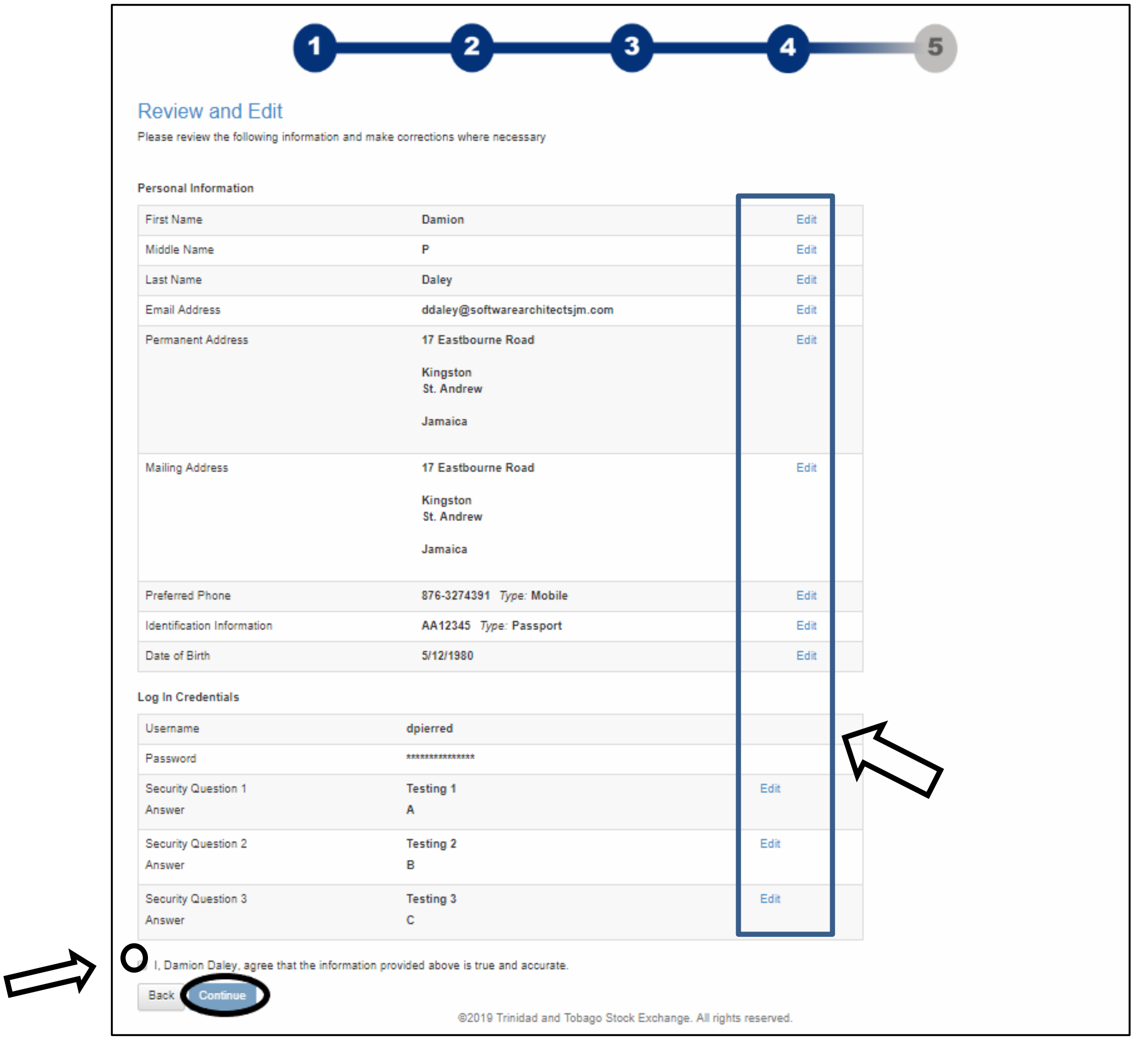
1. The following screen appears with the highlighted number 3 in the progress bar.



2. Input a unique username.
3. Input a unique password and re-enter it for confirmation. The criteria to create a password is as follows:
    a. Password must be at least 8 characters
    b. Password must have at least 1 lower and upper case character
    c. Password must have at least 1 number (e.g. 2)
    d. Password must have at least 1 special character (e.g. #)
4. Input three (3) unique security questions and corresponding answers. There are no restrictions on the type of questions and answers. **Note** the answers to the security questions are **NOT** case-sensitive.
5. Click on the “Continue” button to proceed to the fourth stage.

Stage 4: Review and Edit your information

1. The following screen appears with the highlighted number 4 in the progress bar.



2. Carefully review all information.
3. If any information is inaccurate, click on the "Edit" link located on the right-hand side of the screen of each field and make the necessary changes.
4. Select the checkbox at the bottom left corner of the screen above the Back and Continue buttons when satisfied with the information.
5. Click the "Continue" button to proceed to the fifth stage.

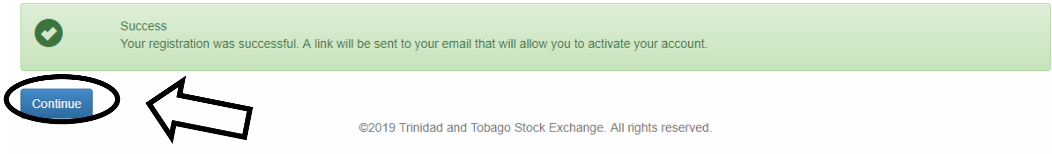
Stage 5: Read all Terms and Conditions

1. The following screen appears with the highlighted number 5 in the progress bar. This is the final stage of the registration process.

2. Read the terms and conditions carefully in its entirety before acknowledging agreement. You can read the terms and condition by scrolling through the document in the dialogue box **OR** you can download the PDF version of these terms.
3. Click on the "Agree & Submit" button when completed.

Registration Success Notification

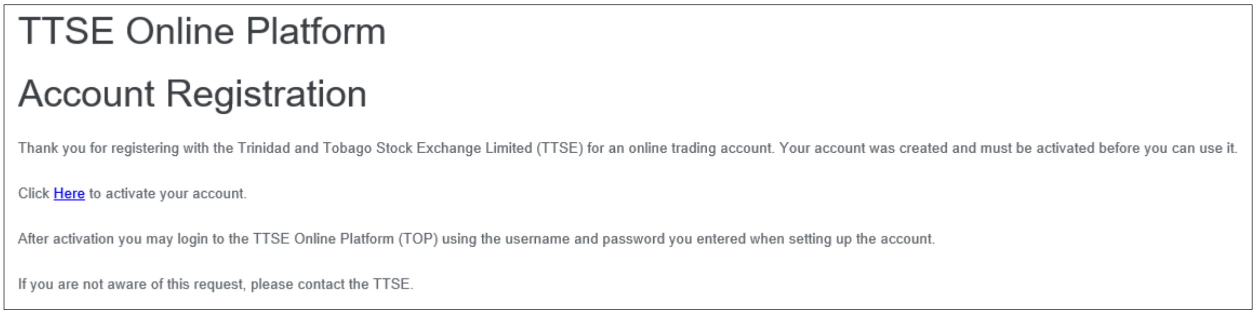
1. A notification will appear on your screen informing you of your successful registration.
2. You will also receive a notification email (the email will be sent to the email address inputted in Step 3 – Personal Information) requesting account activation. You should activate your account immediately upon receipt of the account activation email.



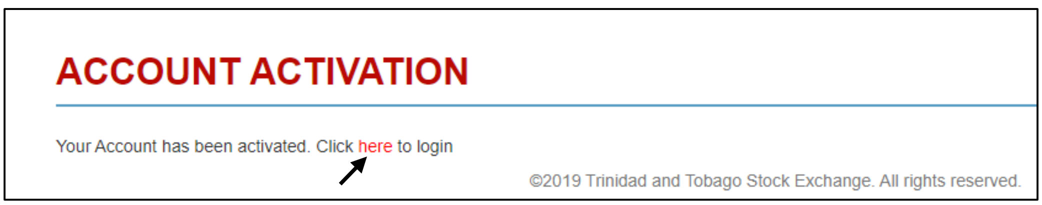
3. Click on the "Continue" button.
4. The TOP homepage will appear.

1.2.2 Activate your newly created TOP account

1. Open a new tab in your web browser and log into your email account (refer to the email address inputted in Step 3 – Personal Information).
2. You would have received an email with the subject “Welcome to TTSE Online Trading System” from the sender, topadmin@stockex.co.tt. If you do not see an email in your Inbox, check your Junk Email.
3. In the body of the above email, click on the hyperlinked word “Here”.



4. A new TOP web browser tab opens advising of your account activation.
5. Click on the hyperlinked word “here” to login.

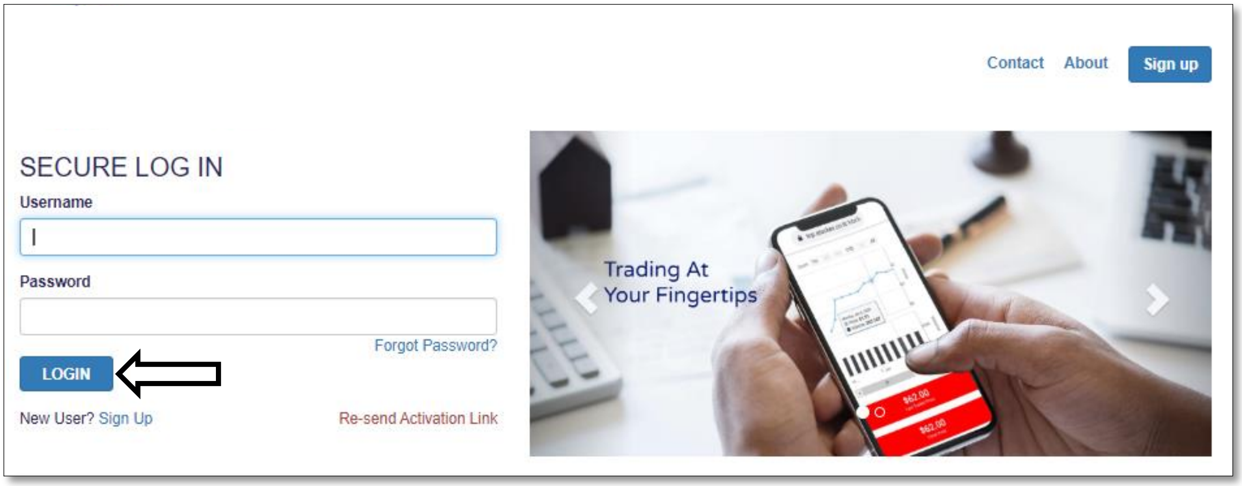


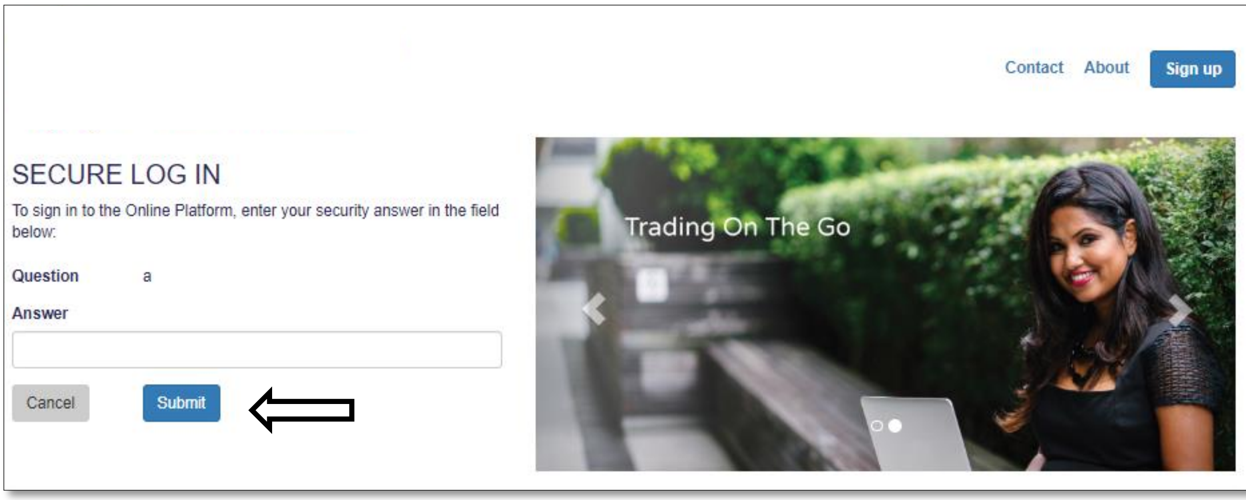
1.3 Logging on to TOP

1.3.1 Login

Perform the following steps to log in to your TOP account:

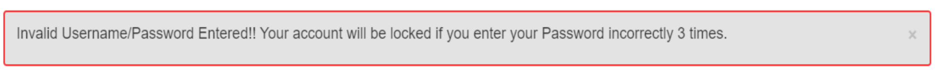
1. Navigate to the TOP Homepage i.e. https://top.stockex.co.tt/
2. In the Login area, enter your login credentials i.e. username & password.
3. Click on the “Login” button.
4. Enter the correct answer to your security question.
5. Click on the “Submit” button.



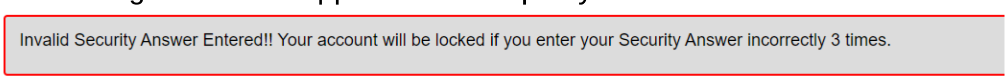


6. After successful login, the "Accounts: Overview" page opens. This is your main navigation page.

Note: If you enter an incorrect password or username, the following notification appears to the top of your screen:



If you enter the correct password but the answer to your security question is incorrect, the following notification appears to the top of your screen:

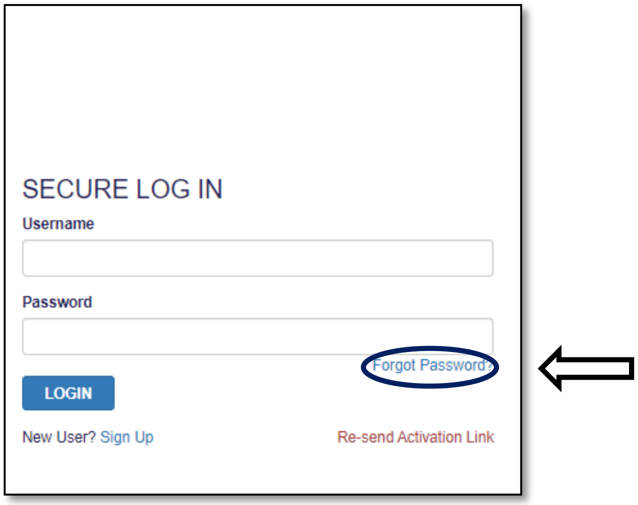


You have three (3) attempts in total for login (allocated between your password and security answer). If all your attempts fail, your TOP account will be locked. You must contact the TTSE to unlock your account.

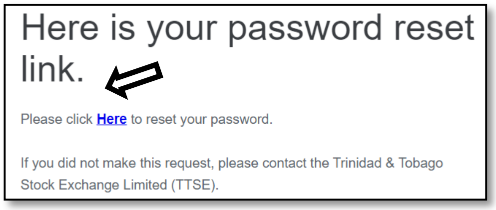
1.3.2 Forgot your password?

To reset your password, complete the following steps:

1. From the login screen, enter your username.
2. Click on the hyperlinked word "Forgot Password"



3. A screen appears prompting you to answer a security question.
4. Enter the correct answer to the security question and click the "Submit" button.
5. You will receive a notification advising that instructions have been sent to your email address. Click the "OK" button.
6. Open a new tab in your web browser and log into your email address used during the registration process. (Refer to the email address inputted in Step 3 – Personal Information).
7. In your inbox, an email appears with the subject "TTSE Online Trading Platform Password Recovery" from the sender, topadmin@stockex.co.tt. If you do not see an email in your Inbox, check your Junk Email.
8. In the body of the above email, click on the hyperlinked word "Here".



9. You will be guided to a secure password reset login on TOP.
10. Type in your new password and click the "Submit" button.

Note: If you are already logged in and wish to change your password, select your username located at the top right hand corner of the page and select "Settings" from the drop down menu. You can edit your password accordingly.

1.3.3 Reset your security question

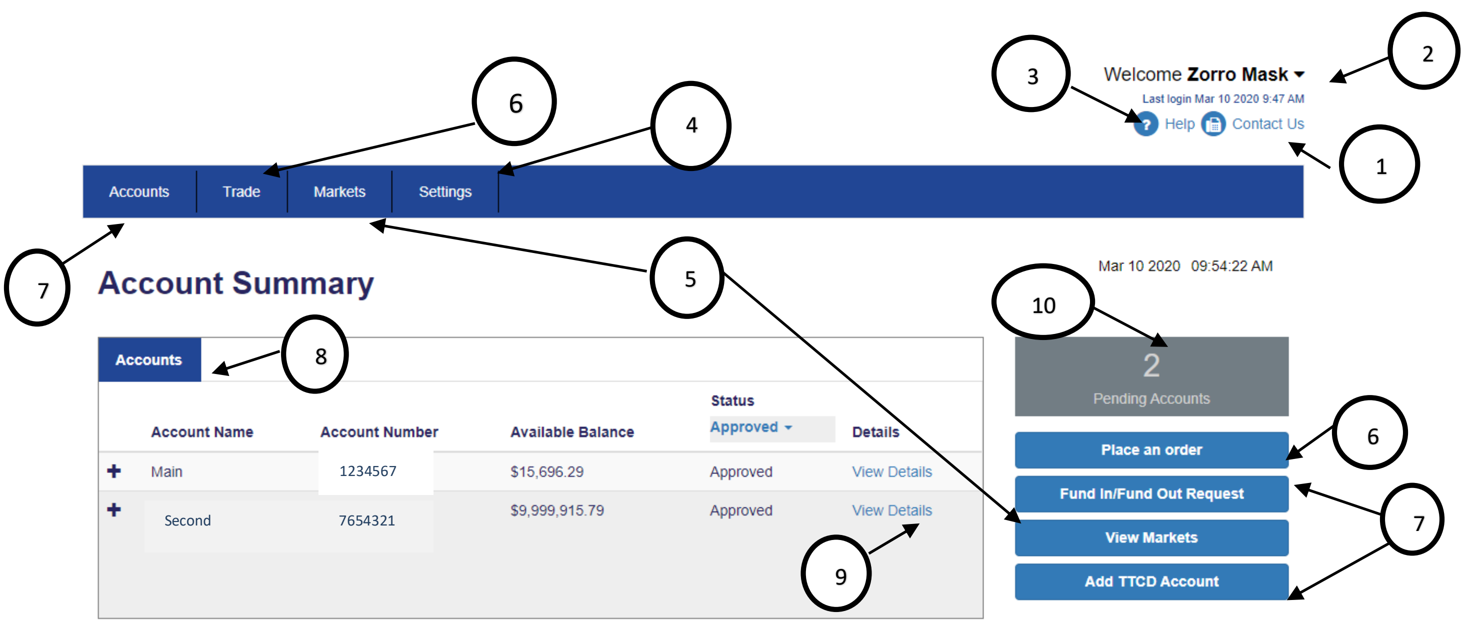
If you cannot remember the answer to your security question you can contact the TTSE.

1. Click on the "Contact" link located to the top right-hand corner of the screen **OR** click on the Email Customer Support located to the bottom of the screen.
2. Complete the form and click the "Submit" button.

1.4 Logging out of TOP

You can log out of your TOP account by clicking on the dropdown next to your name located to the top right-hand corner of the screen, and select "Logout". This icon redirects you immediately to the TOP Homepage.

1.5 Main navigation page



After you have successfully logged into your TOP account, the "Accounts: Overview" above page will be displayed. This is your main navigation page. It provides access to the following items outlined in Table 1.1 below:

Table 1.1 – Description of Account Overview Page

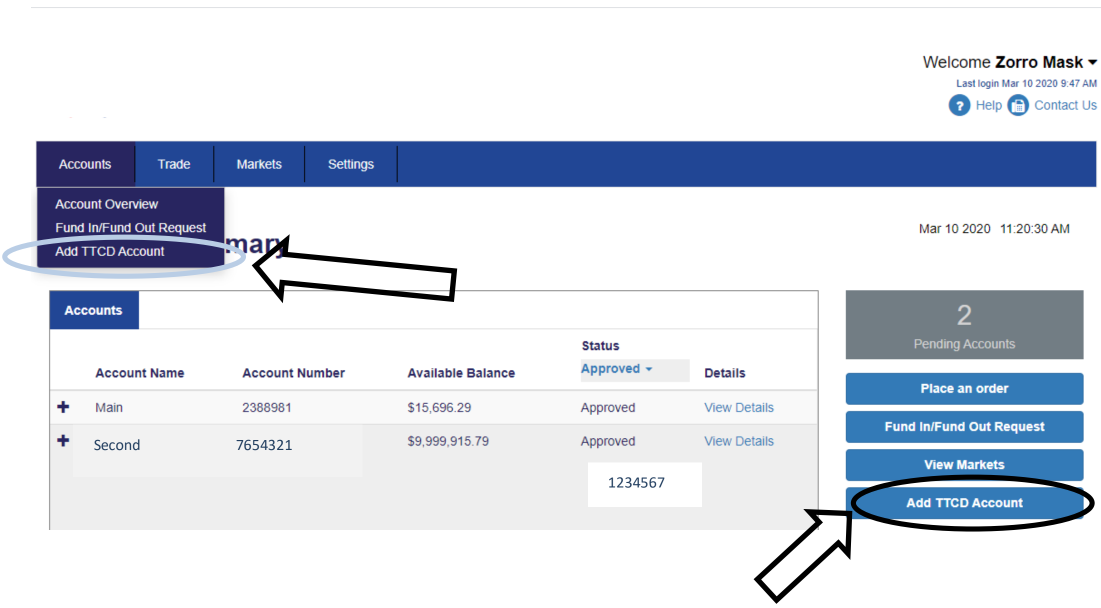
	Main Navigation Page Item	Function
1	Contact Us	Directs you to fill out a contact form with your relevant questions.
2	Logout and Settings	The dropdown menu navigates to: i. Logout - Logs you out from TOP; and ii. Settings - Displays your personal information i.e. your username and registered email address. Allows you to edit your password, security questions/answers and email address.
3	Help	Displays TOP Frequently Asked Questions(s) and other support options.
4	Settings	Displays your personal information i.e. your username and registered email address. Allows you to edit your password, security questions/answers and email address.
5	Markets	Displays real-time market activity e.g. prices, trade volume, market depth etc.
6	Trade	Navigates to the following functions: a. **Place an Order**: Allows you to place a buy or sell order. b. **View Orders:** Allows you to view your orders.
7	Accounts	Provides a link to the following views/functions: a. **Account Overview** b. **Fund In/Fund Out Request**: Request to allocate/withdraw funds for trading on a specific TTCD account, through your respective participating brokerage firm. c. **Add TTCD Account Request**: Allows you to send a request to your respective participating brokerage firm(s) to approve your TTCD account(s) for online trading.
8	Account Summary	Provides an overview of your portfolio details i.e. your shareholdings in each company. Click the **+** symbol to hide and unhide a summary of your shareholdings.
9	View Details	Provides additional account details for the selected TTCD account, i.e. fund requests history, stocks owned and TTCD statements.
10	Pending Accounts	The number of pending TTCD account(s) registration request sent to your participating brokerage firm for authorization for online trading.

Chapter 2: Registering a TTCD Account on your TOP Account

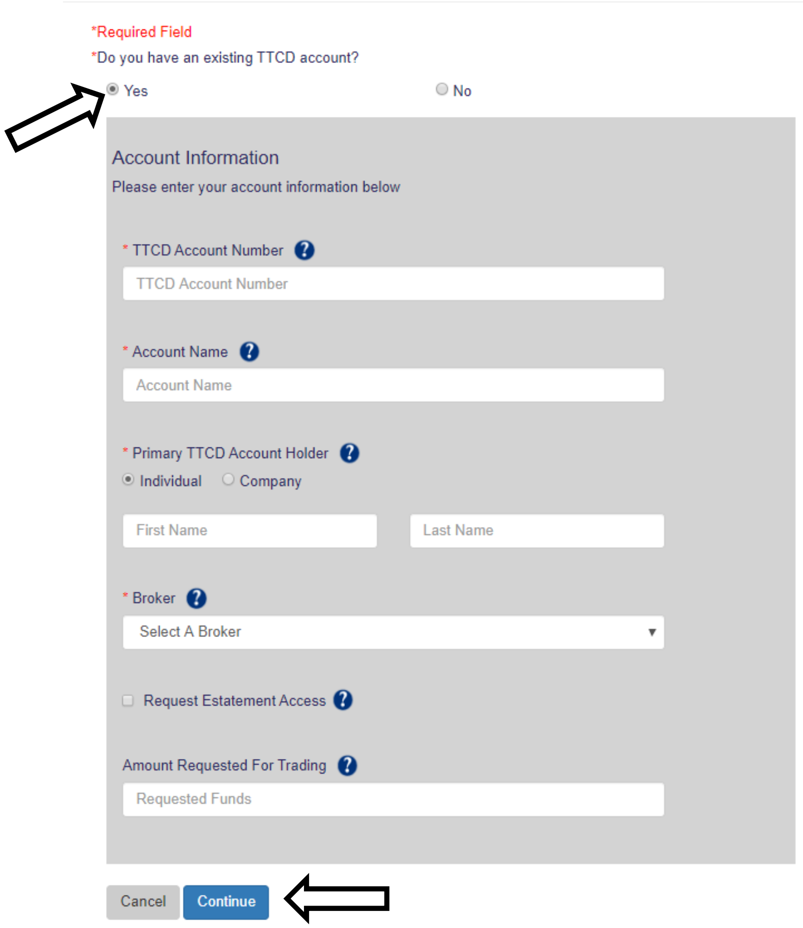
2.1 Registering an existing TTCD Account

After completing your TOP account activation, use the following steps to add your TTCD account/s on your TOP account:

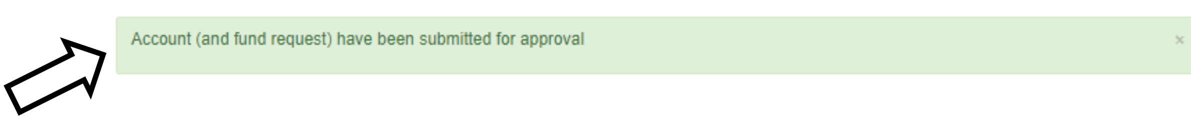
1. Click on the “Accounts” tab and select “Add TTCD Account” from the drop down menu **OR** click on the “Add TTCD Account” button located on the right-hand side of the page.

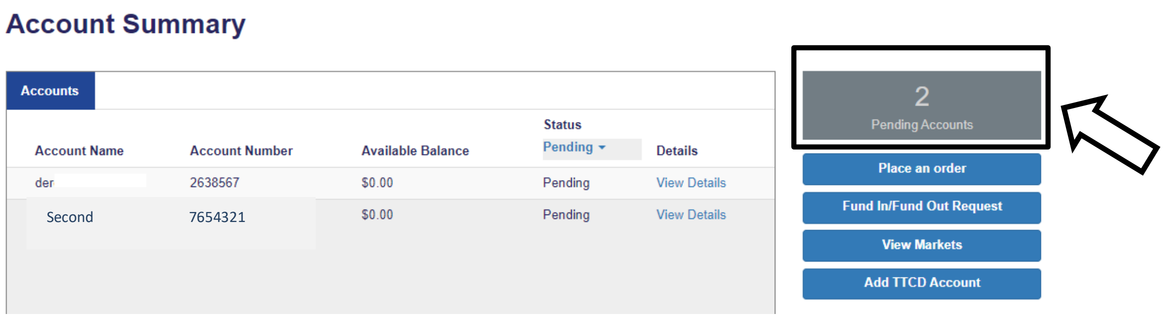


2. Click on the “Yes” option in response to the question, “Do you have an existing TTCD Account?”



3. Enter the required information into each field and click the “Continue” button when you are completed.
4. Carefully review your information and click the “Submit” button when satisfied with the information. If any information is inaccurate, click on the “Back” button and make the necessary changes.
5. The following confirmation message will appear on your screen and your selected participating brokerage firm will receive an email advising of your request.
   The number of requests sent to your participating brokerage firm(s) is denoted by the number above the “Pending Accounts” Tab located on the right-hand side of your screen.





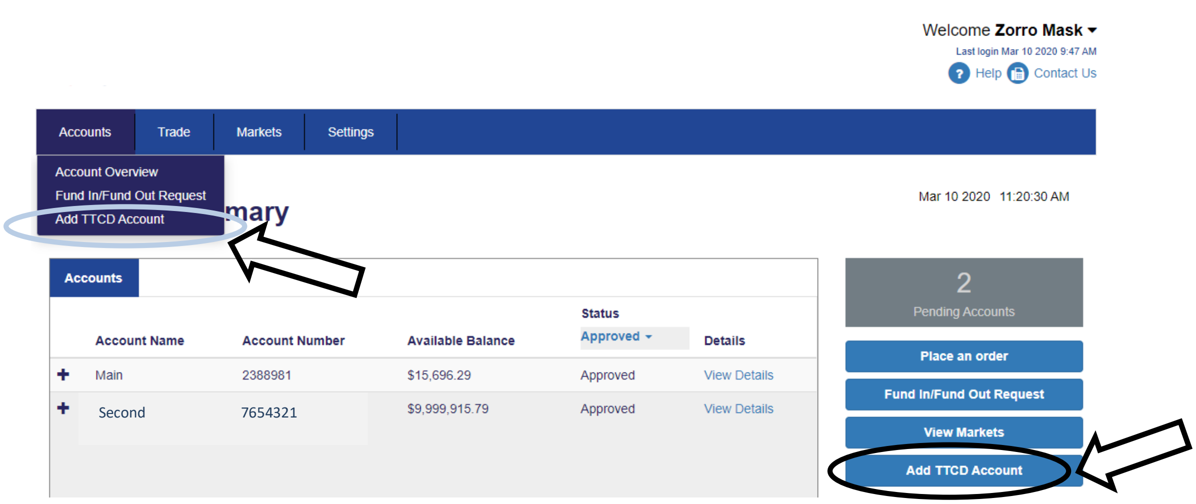
6. To register multiple TTCD accounts on your TOP account repeat Steps 1 to 4 above.

NOTE: You cannot trade online via TOP until your TTCD account(s) is approved for trading by your respective participating brokerage firm.

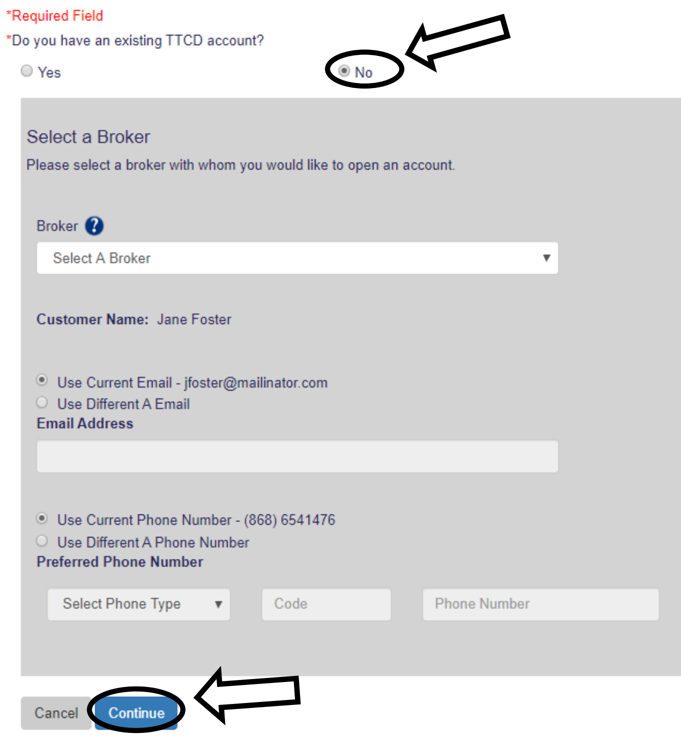
2.2 Opening and registering a new TTCD Account

After completing your TOP account activation, you can request to open a TTCD account with a participating brokerage firm by completing the following steps:

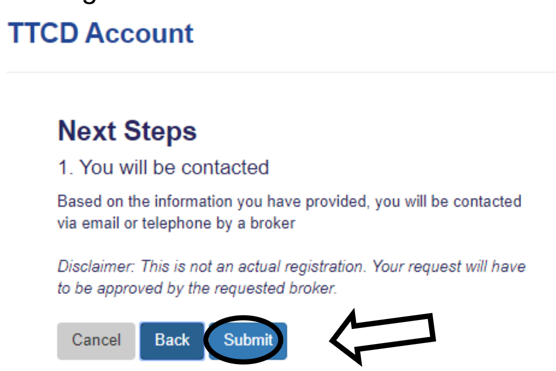
1. Click on the “Accounts” tab and select “Add TTCD Account” from the drop down menu OR click on the “Add TTCD Account” button located on the right-hand side of the page.



2. Click on the “No” option in response to the question, “Do you have an existing TTCD Account?”



3. Select your preferred Participating Brokerage Firm.
4. Enter your information for the email and telephone number fields with the corresponding details and click the “Continue” button.
5. You will receive a notification advising that you will be contacted by your participating brokerage firm. Click the “Submit” button.

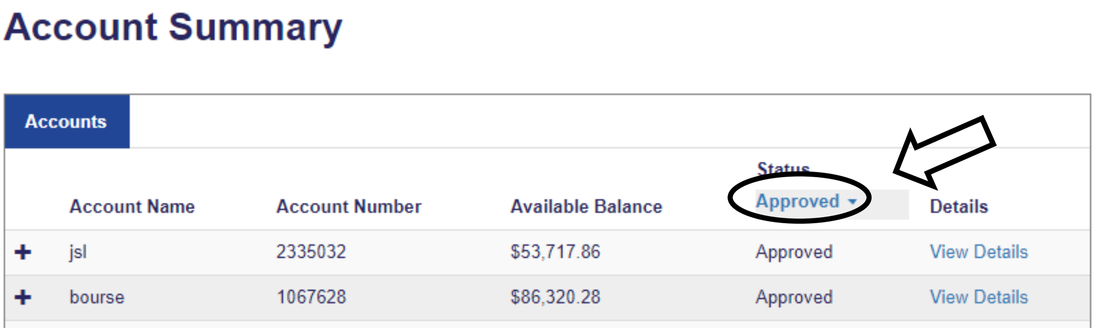


6. A confirmation message will appear on your screen and your selected participating brokerage firm will receive an email advising of your pending request.

NOTE: Once your new TTCD account request is processed and authorized by the participating brokerage firm you would be required to add this newly created TTCD account to your TOP account by completing the steps outlined in Section 2.1 - Registering an existing TTCD Account above.

2.3 Viewing your TTCD Account Details

Upon successful login to your TOP account, you will be directed to the Accounts Overview page. This page will default to the list of all your approved TTCD account(s).



Account Summary

Accounts

	Account Name	Account Number	Available Balance	Status Approved	Details
+	jsl	2335032	$53,717.86	Approved	View Details
+	bourse	1067628	$86,320.28	Approved	View Details

A TTCD account can have one of the following statuses:

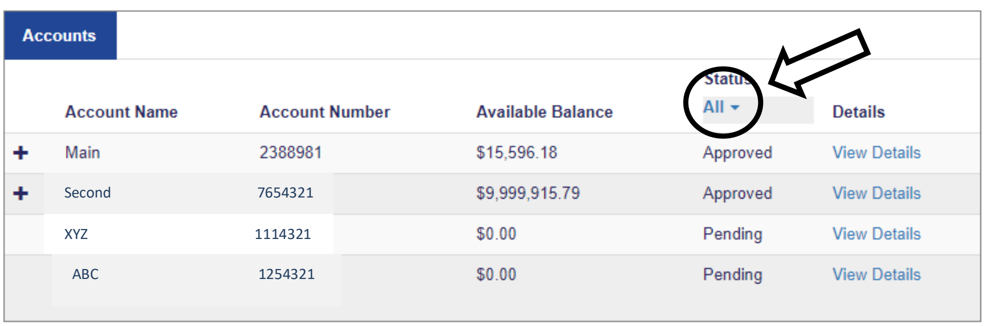
(a) **Approved**: The account has been authorized for online trading;

(b) **Locked**: Access to the TTCD account via TOP has been blocked;

(c) **Pending**: The account is awaiting authorization for online trading from the participating brokerage firm; or

(d) **Rejected**: The account has been rejected for online trading.

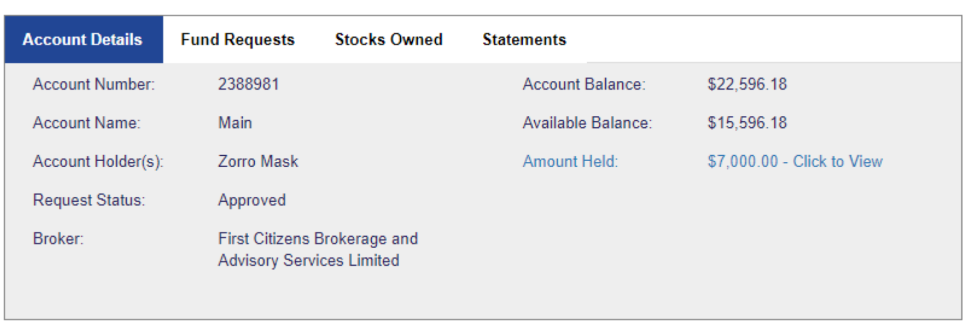
You can view the status of all your TTCD Accounts by clicking once on the downward pointing arrow at the right-hand side of the word "Approved" and select the "All" option.



Accounts

	Account Name	Account Number	Available Balance	Status All	Details
+	Main	2388981	$15,596.18	Approved	View Details
+	Second	7654321	$9,999,915.79	Approved	View Details
	XYZ	1114321	$0.00	Pending	View Details
	ABC	1254321	$0.00	Pending	View Details

To view further details on your TTCD account(s), click on the 'View Details' link located on the right-hand side of each row. The following page appears, displaying all your TTCD account details including your Account Cash Balance and your Available Cash Balance.



Account Details | Fund Requests | Stocks Owned | Statements

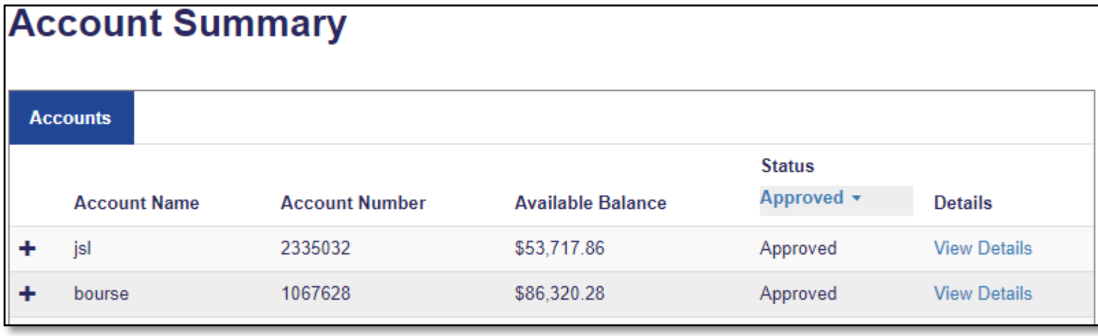
Account Number:	2388981	Account Balance:	$22,596.18
Account Name:	Main	Available Balance:	$15,596.18
Account Holder(s):	Zorro Mask	Amount Held:	$7,000.00 - Click to View
Request Status:	Approved		
Broker:	First Citizens Brokerage and Advisory Services Limited		

2.4 Disabling your TTCD Account

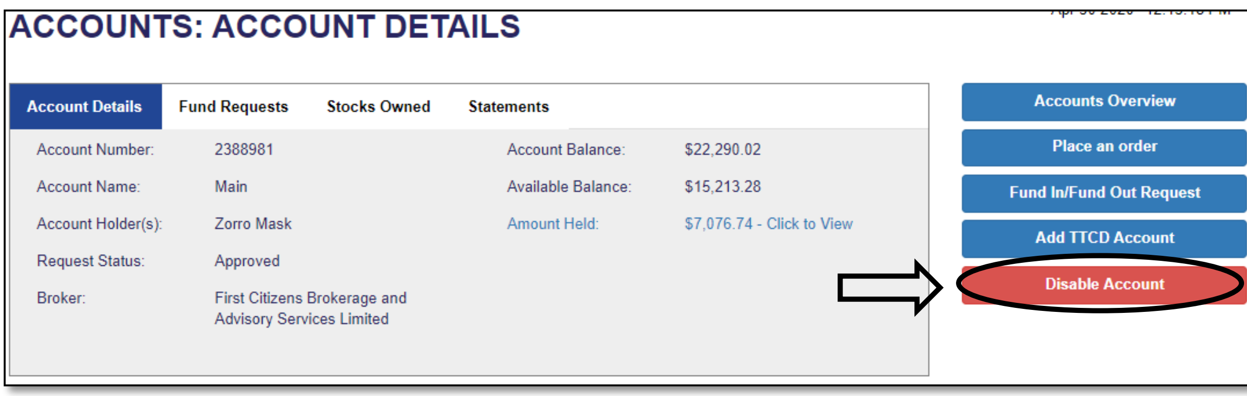
If you would like to disable your TTCD account from online trading, you can do so via TOP using the steps below. Note that in order to disable that TTCD account you must withdraw all remaining funds and cancel any remaining orders.

1. Click on the “Accounts” tab from the main menu and select “Account Overview” button.

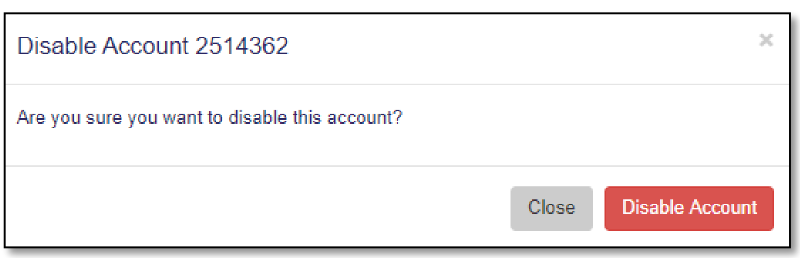
2. Select the “View Details” hyperlink in the row of the account you would like to disable.



3. Select the “Disable Account” button and the right-hand side of the view.



4. You will receive a pop-up message asking “Are you are sure you want to disable this account?”. Select the “Disable Account” button.



5. Your account would be disabled.

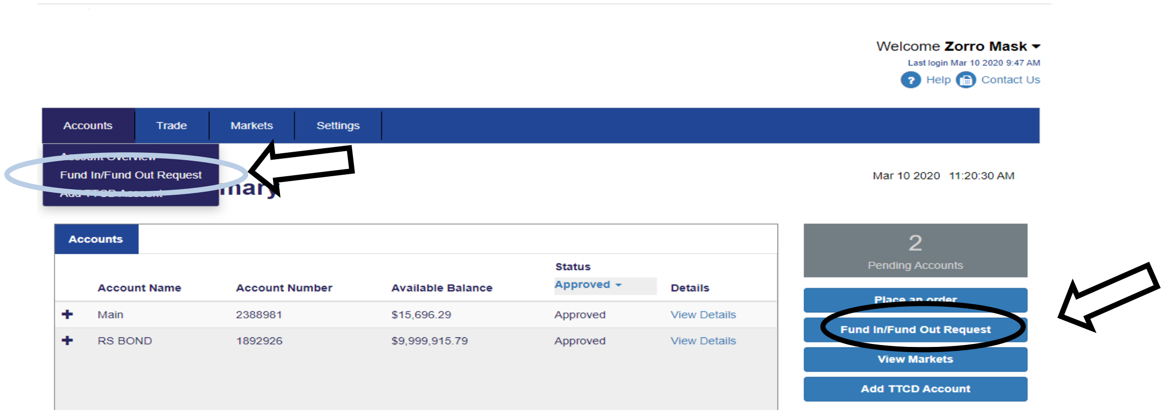
Chapter 3: Submitting a Fund In/Fund Out Request

3.1 Fund In Request

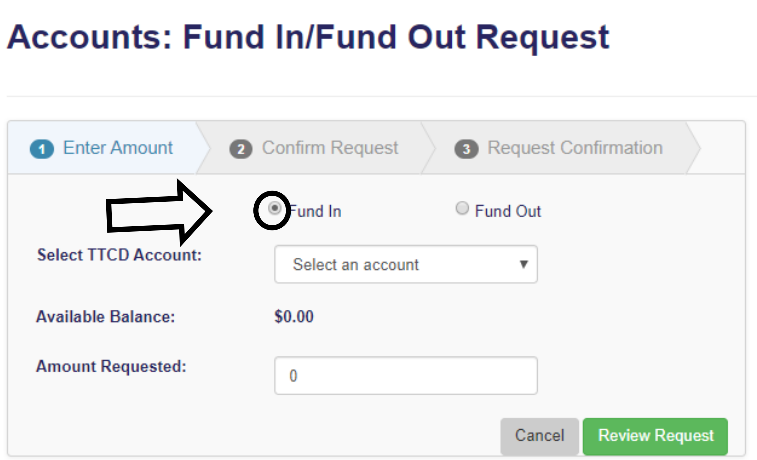
To obtain funds for online trading, you must send a request to the respective Participating Brokerage Firm via TOP. To achieve this, use the following three stage process:

Stage 1: **Fill out your fund request details**

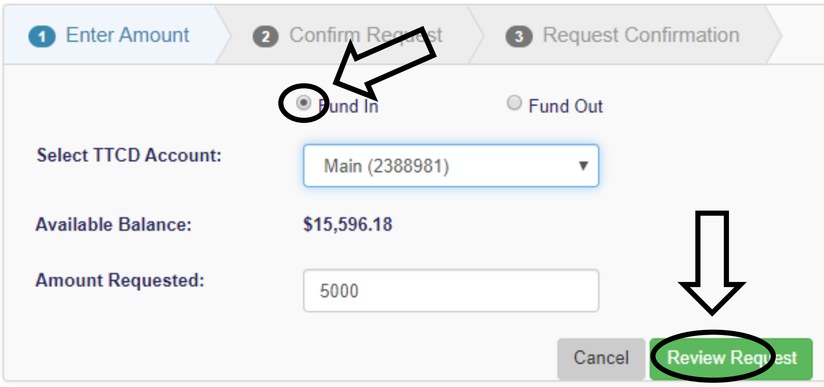
1. Click on the “Accounts” tab and select “Fund In/Fund Out Request” from the drop down menu **<u>OR</u>** click on the “Fund In/Fund Out Request” button located on the right-hand side of the page.



2. The following page appears prompting you to enter your relevant fund request details. This page view will default with the ‘Fund In’ button selected.



3. Select your respective TTCD Account by clicking once on the downward pointing arrow at the right-hand side of the “Select TTCD Account” field.
4. Enter the desired amount you would like to be allocated to that TTCD Account for online trading and click the ‘Review Request’ button to proceed to the second stage.

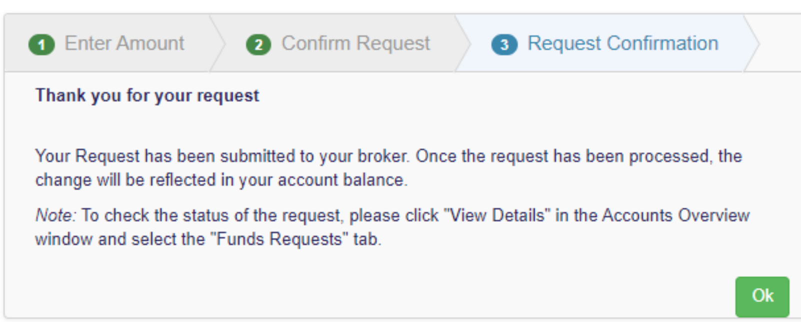


Stage 2: Review your fund request details

1. Carefully review all information.
2. If you wish to change any details, click on the "Edit" button and make the necessary changes.
3. If there are no changes, click the "Confirm" button to proceed to the third stage.

Stage 3: Confirm your fund request details

1. The following page appears advising you on the status of your request and how to monitor its progress.



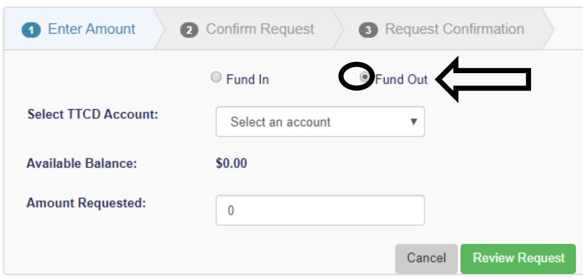
2. Click the "OK" button to exit this page.

Note: Once you have completed the three stage request process as outlined above, your participating brokerage firm will receive an email advising of your fund request. Your participating brokerage firm may contact you directly before this request is approved. You will receive an activity confirmation email when the request is processed by the participating brokerage firm i.e. when the fund request is approved or rejected. You should contact your participating brokerage firm for any queries regarding your fund request.

3.2 Fund Out Request

You may request the withdrawal of funds available for online trading from your TTCD Account using the process outline in Section 3.1 – Fund In Request above, but in this instance you should select the “Fund Out” button instead of the “Fund In” button.

Note: The Fund In/Fund Out page on the first stage in the Fund In/Fund Out process defaults to the “Fund In” button. To submit a “Fund Out” request you should select the “Fund Out” button and then proceed to fill out your request details.

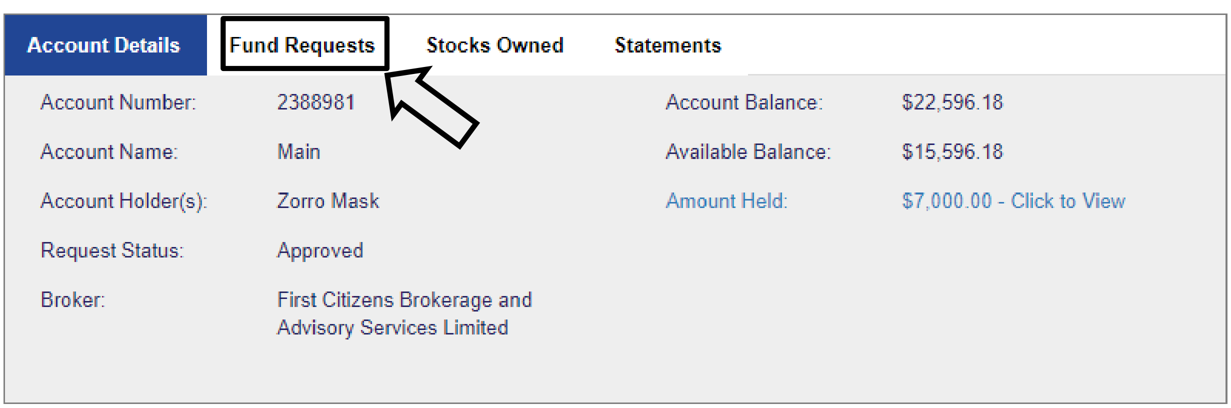


To cancel a submitted “Fund Out” request please contact your participating brokerage firm.

3.3 Viewing your Fund Request

To view the status of your Fund Request(s) use the following steps:

1. Select the Accounts tab in the menu bar and Click “Account Overview”.
2. Click on the ‘View Details’ link located on the right-hand side of the respective TTCD Account.
3. The following screen appears with details of the TTCD account you selected.



4. Click on the second tab labelled “Fund Requests” to view the status of your fund request for the selected TTCD account.
5. The page displays the following
   a) Type of Request – Fund In or Fund Out
   b) Request Status – Pending, Approved or Rejected
   c) Requested Fund – The amount of funds requested
   d) Date Requested - The Date of your fund request was submitted

Account Details | **Fund Requests** | Stocks Owned | Statements

Type	Request Status	Requested Funds	Date Requested
Fund In	Pending	$10.00	July 24, 2019
Fund In	Pending	$10.00	July 12, 2019
Fund In	Rejected	$1,000.00	May 16, 2019
Fund In	Approved	$20,000.00	May 16, 2019
Fund Out	Pending	$5,000.00	April 27, 2019

Showing 6 to 10 of 13 entries

Previous 1 2 3 Next

Chapter 4: Changing your Account Security Information

4.1 Changing Your Password

To change your password, complete the following steps:

1. Log into your TOP account.
2. Click on the "Settings" tab **OR** click on the dropdown arrow next to your username located on the top right-hand side of the page, and select the "Settings" button.

3. When the following page appears, click on the hyperlinked word "Edit" located to the right-hand side of the "Password" row.

4. Enter your current password in the first field.
5. Enter the **new** password in the second field.
6. Re-enter the **new** password in the third field.
7. Click the "Change Password" button when completed.
8. You will receive a confirmation message indicating that your password was changed.

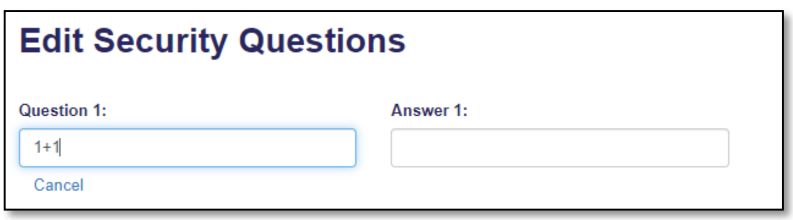
4.2 Changing Your Security Questions

To change your security questions, complete the following steps:

1. Log into your TOP account.
2. Click on the "Settings" tab **OR** click on the dropdown arrow next to your username located on the top right-hand side of the page, and select the "Settings" button.

3. When the following page appears, click on the hyperlinked word "Edit" located to the right-hand side of the "Security Questions" row.

4. Click on the hyperlinked words "Edit question and/or answer" located directly under any of the questions you would like to change.
5. When the following screen appears, enter your new question and answer in the relevant fields.



6. You can cancel your entry by clicking on the hyperlinked word "Cancel"
7. If you are satisfied with your entry, click on the "Save" button at the bottom of the page.
8. You will receive a confirmation message indicating that your Security Question/Anser was changed.

4.3 Changing Your Registered Email Address

To change your registered email address, complete the following steps:

1. Log into your TOP account.
2. Click on the "Settings" tab **OR** click on the dropdown arrow next to your username located on the top right-hand side of the page, and select the "Settings" button.

3. When the following page appears, click on the hyperlinked word "Edit" located to the right-hand side of the "Email" row.

4. Enter your **new** email address and re-enter it for confirmation.
5. Click on the "Change Email" button when completed.

Chapter 5: Viewing the Market

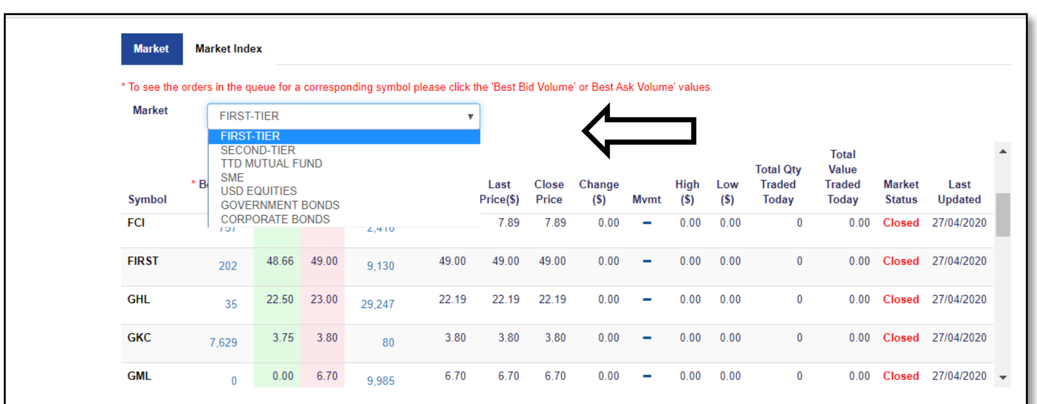
5.1 Accessing the Market View Page

You can view real-time quotes for the listed securities in each market by performing the following steps:

1. Select the “Markets” tab on the main menu **OR** from the Account Overview Page click on the “View Markets” button located on the right-hand side of the page.
2. The following screen appears displaying the real-time details for each listed security in the market. This page view defaults to the First-Tier market.

Symbol	* Best Bid Qty	Best Bid ($)	Best Ask ($)	* Best Ask Qty	Opening Price ($)	Last Price($)	Close Price	Change ($)	Mvmt	High ($)	Low ($)	Total Qty Traded Today	Total Value Traded Today	Market Status	Last Updated
FCI	757	7.85	7.89	2,416	7.89	7.89	7.89	0.00	–	0.00	0.00	0	0.00	Closed	27/04/2020
FIRST	202	48.66	49.00	9,130	49.00	49.00	49.00	0.00	–	0.00	0.00	0	0.00	Closed	27/04/2020
GHL	35	22.50	23.00	29,247	22.19	22.19	22.19	0.00	–	0.00	0.00	0	0.00	Closed	27/04/2020
GKC	7,629	3.75	3.80	80	3.80	3.80	3.80	0.00	–	0.00	0.00	0	0.00	Closed	27/04/2020
GML	0	0.00	6.70	9,985	6.70	6.70	6.70	0.00	–	0.00	0.00	0	0.00	Closed	27/04/2020
GMLP	960	65.70	0.00	0	66.00	66.00	66.00	0.00	–	0.00	0.00	0	0.00	Closed	27/04/2020
JMMBGL	76	2.51	2.60	48,907	2.60	2.60	2.60	0.00	–	0.00	0.00	0	0.00	Closed	27/04/2020
LJWA	1,000	0.20	0.00	0	0.20	0.20	0.20	0.00	–	0.00	0.00	0	0.00	Closed	27/04/2020

3. Click on the “Market” drop-down arrow and select the market you wish to view.



The Markets are as follows:

a. First-Tier
b. Second-Tier
c. TTD Mutual Fund
d. SME
e. USD Equities
f. Corporate Bond
g. Government Bond

5.2 Market View Features

5.2.1 Market Hours

The TTSE market hours are from 8:00 a.m. to 12:00 p.m. (Atlantic Standard Time) on weekdays excluding public holidays and Carnival Monday and Tuesday.

5.2.2 Market States and Times

The Market States are as follows:

Table 5.1 – Market States and Times

Market State	Times
Pre-Open	8:00 a.m. – 9:30 a.m.
Open	9:30 a.m. – 12:00 p.m.
Closed	12:00 p.m. – 8:00 a.m.

Pre-Open State: During this period orders can be entered, edited and/or cancelled. Order matching will not occur during this session. Orders entered will be loaded directly to the TTSE trading platform and queued among the other orders within the system. Previously entered orders can also be updated and reflected on the TTSE trading platform. Previously entered orders can be cancelled and will be immediately removed from the TTSE trading platform.

Open State: During this period trades are executed on a continuous basis; this means that any security can trade at any time during the open session. Also during this session orders can be entered, edited and/or cancelled. Orders entered will be loaded directly to the TTSE trading platform and queued among the other orders within the system. Orders entered may match with existing orders in the system based on the priority of the orders. Previously entered order(s) can also be edited and the updated order(s) will be reflected on the TTSE trading platform. Previously entered orders can be cancelled and will be immediately removed from the TTSE trading platform.

Closed State: During this period all orders entered, edited or cancelled will be loaded directly to a database. These orders will be updated/queued on the TTSE trading platform on the following business day during the Pre-Open session in the order in which they were entered. Orders entered on TOP during this session with the same price and account type will queue the order with the earlier time stamp.

Halted or Suspended: The security is unavailable for trading. You are not allowed to enter orders for any security with this market state.

NOTE: If a user enters a new order, edit or cancel a previously entered order, they should ensure that the order is entered, edited or cancelled accordingly. The risk of duplication of orders is not the responsibility of the TTSE. TOP will automatically update each order's status as changes occur.

On the market view page, the market state is reflected under the column labelled "Market Status".

5.2.3 Market View Features

The Table 5.2 below explains the headings on the market view page.

Table 5.2 – Description of Market View

Column Name	Column Description
Symbol	Displays the symbol for each listed security. Click on a symbol to navigate to the order entry screen.
Best Bid Qty	The total quantity of shares available for purchase at the best bid price for each corresponding security. Click on the number displayed in this field to launch a window from which you can view the security's activity which includes, all buy and sell orders as well as the open, close and last traded price.
Best Bid ($)	The current best price on the buying side for each corresponding security.
Best Ask ($)	The current best price on the selling side for each corresponding security.
Best Ask Qty	The total quantity of shares available for sale at the best quoted offer price for each corresponding security. Click on the number displayed in this field to launch a window from which you can view security's activity which includes, all buy and sell orders as well as the open, close and last traded price.
Opening Price ($)	The current trading day's opening price.
Last Price ($)	Displays the last traded price of the applicable security for the current trading day. If the security did not trade for the current trading day, the previous trading day's closing price will be displayed.
Close Price ($)	On a trading day: • During trading hours, this column displays the Volume Weighted Average Price.

	• After trading ends, this column displays the Closing Price for the current trading day. On a non-trading day this column displays the Closing Price for the last trading day.
Change ($)	The difference in price between the last traded price and the opening price for each applicable security.
Mvmt	Visually represents the change in the price between the last traded price and the opening price for each applicable security. An up arrow indicates upward movement and a down arrow indicates downward movement a dash represents no change.
High ($)	The highest price the security would have traded at for the current trading day. If there were no trades on the security, this field will display a zero value.
Low($)	The lowest price the security would have traded at for the current trading day. If there were no trades on the security, this field will display a zero value.
Total Qty Traded Today	Total number of shares traded of each applicable security during the current trading day.
Total Value Traded Today	Total value of shares traded of each applicable security during the current trading day.
Market Status	The current state of the applicable security.
Last Updated	This column displays the date the market was last updated.

5.3 Accessing the Market Index Page

You can view the market index by performing the following steps:

1. Select the “Markets” tab on the main menu **<u>OR</u>** from the Account Overview Page click on the “View Markets” button located on the right-hand side of the page.
2. Click on the “Markets Index” tab.
3. The following screen appears with the list of market indices.

Market | **Market Index**

	Index	Index Value	Market Cap	Previous Index	Index Change	Index Change %
↓	MANUFACTURING I SECTOR INDEX	2,442.47	14,835,804,230	2,445.21	-2.74	-0.11
–	MANUFACTURING II SECTOR INDEX	213.75	693,098,252	213.75	0.00	0.00
–	TRADING SECTOR INDEX	212.18	2,373,396,357	212.18	0.00	0.00
–	ENERGY SECTOR INDEX	101.25	2,351,025,000	101.25	0.00	0.00
–	NON-BANKING FINANCE SECTOR INDEX	1,142.85	20,072,000,808	1,142.85	0.00	0.00
–	SME INDEX	67.48	451,220,196	67.48	0.00	0.00
↓	ALL T&T INDEX	1,927.33	94,838,130,400	1,927.67	-0.34	-0.01
↓	COMPOSITE INDEX	1,517.88	148,349,441,295	1,518.05	-0.17	-0.01
–	CROSS LISTED INDEX	150.17	53,511,310,895	150.17	0.00	0.00
–	BANKING SECTOR INDEX	1,369.97	88,195,846,738	1,369.97	0.00	0.00
–	CONGLOMERATES SECTOR INDEX	2,899.08	19,679,673,596	2,899.08	0.00	0.00
–	PROPERTY SECTOR INDEX	156.56	148,596,315	156.56	0.00	0.00

The Table 5.3 below explains the headings on the market index page.

Table 5.3 – Description of Index View

Column Name	Column Description
Index	The name of the index.
Index Value	The value of the index value.
Market Cap	The total market capitalisation for the components of the index.
Previous Index	The previous day's index.
Index Change	The difference between the current day index and the previous day's index.
Index Change %	The percentage change in the current day and previous day's index.

Chapter 6: Trading on TOP

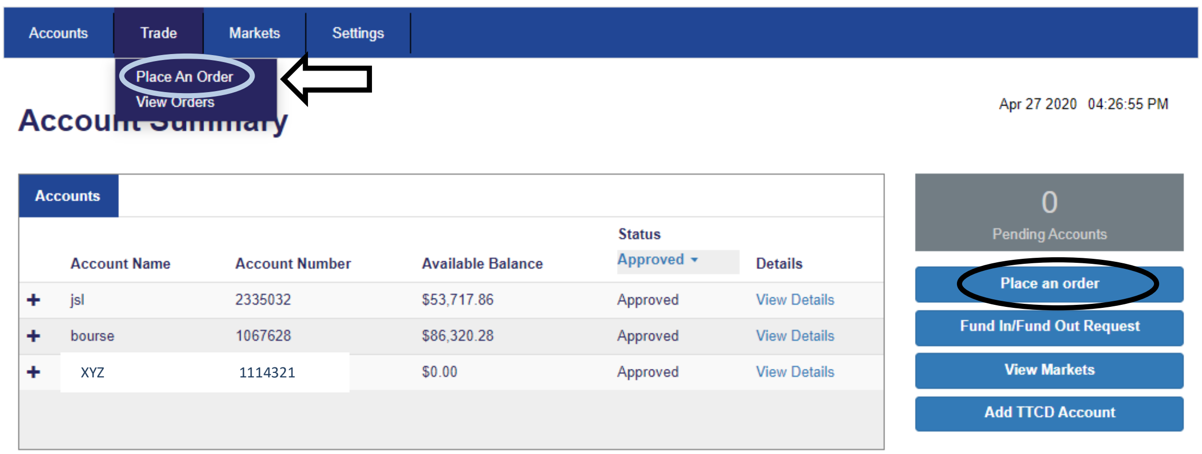
6.1 Placing an Order

You can place a **Buy** order **<u>OR</u>** a **Sell** order. Orders can be placed on TOP at any time, however matching of orders occurs only during the “Open” market state. Refer to the Online Trading Guideline Section 5 – Orders and Trades for further details on the market states and order management and execution.

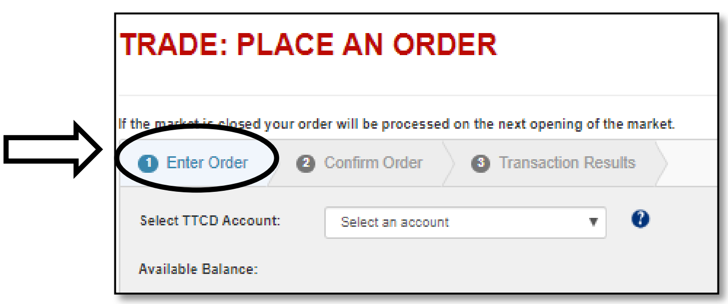
To place an order on TOP complete the following steps:

Step 1: Enter an Order

1. Click on the “Trade” tab and select “Place an Order” from the drop-down options **<u>OR</u>** click on the “Place an Order” button located on the right-hand side of the page.



2. When the following page appears, fill in all the fields on the first tab labelled “Enter Order” as follows:



   a. Select your TTCD Account number from the drop down menu.
   b. Select a “Buy” **<u>OR</u>** “Sell” option, noting the following:
      i. You will not be able to enter orders for a security with the market status as “Halted” or “Suspended”.
      ii. You will only be able to enter a <u>sell</u> order for securities that you own.

c. Enter your respective Stock Symbol.

d. Input the quantity of shares you want to buy/sell. To calculate the maximum number of shares or the value of shares you can buy/sell with a specified amount of funds, click the calculator icon next to the "Symbol" field and input the following:

   i. The stock symbol

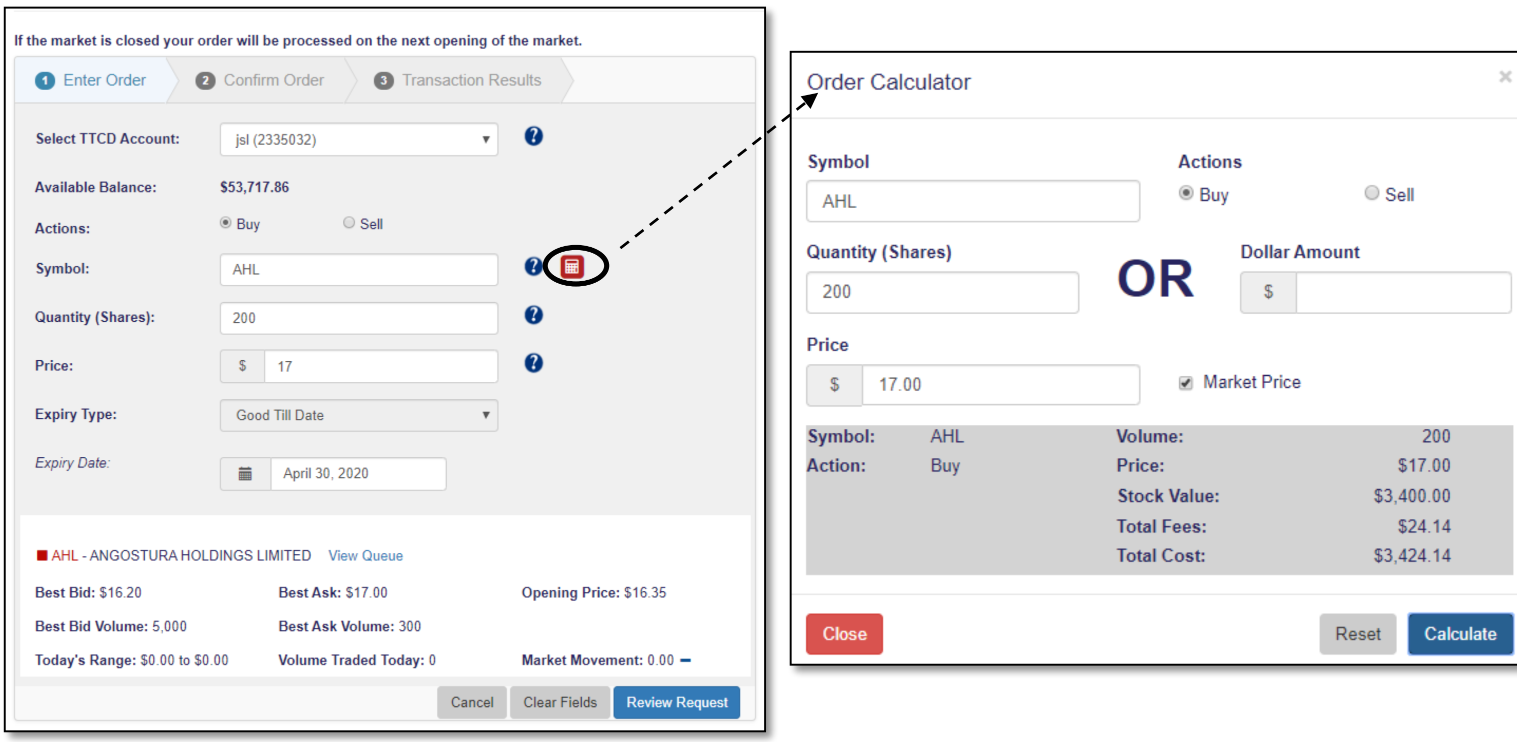
   ii. The action i.e., a buy or sell order;

   iii. Either the quantity **OR** dollar amount;

   iv. The price **OR** click the "Market Price" check box;

   v. Press the "Calculate" button; and

   vi. Your calculated result is displayed at the bottom of the window. Click the "Close" button when completed.



e. Based on the results of (d) above, enter a quantity and the corresponding price, noting that the price entered must be within a +/- 15% band of the Opening Price.

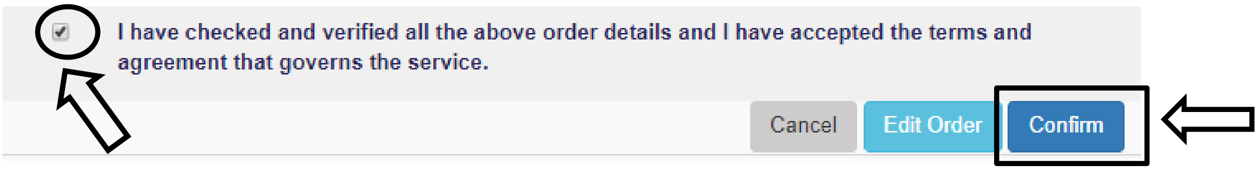
f. Select the desired expiration date for your order.

g. Click on the "Review Request" button.

Step 2: Confirm and Submit an Order

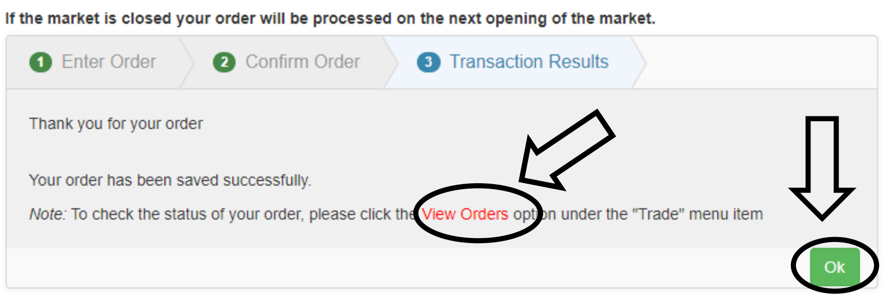
1. Carefully review all details of your order.
2. You can make changes to your order by selecting the "Edit Order" button located at the bottom corner of your page.

3. If you are satisfied with your entries, select the Terms & Conditions Agreement checkbox.
4. Select the “Confirm” button.



Step 3: View transaction results.

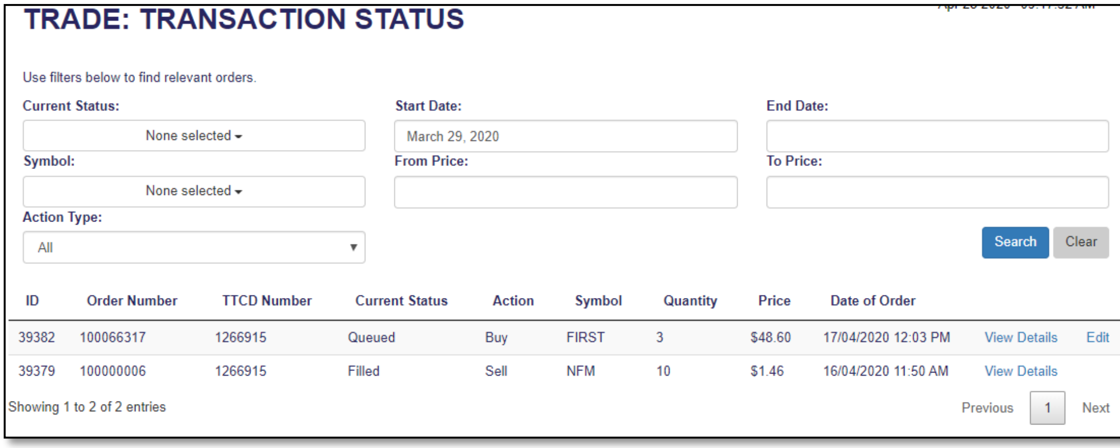
1. Once you have confirmed your order, you will be taken to the Transaction Results page and the following order confirmation message will appear on your screen.
2. Select the “Ok” button **OR** click on the hyperlinked word “View Orders".



6.2 Viewing an Order

To see an overview of your historical and current orders, click on the “Trade” tab on your main navigation page and select the “View Orders” from the drop down options.

The following page appears, displaying all your orders.



You can customise your order view based on an order's status. Descriptions for each status are outlined in Table 2.1 below. To display orders with a particular status, click on the drop down arrow in the "Current Status" field, select from any of the option(s) listed and click the "Search" button. Your page will be refreshed to reflect your customized view.

Table 6.1 – Description of Order Status

Status	Description
Cancelled	The order was cancelled.
Expired	The expiry date for the order has passed.
Filled	The order was fully matched.
Partially Filled	The order was partially matched.
Partially Filled and Cancelled	The order was partially matched and the remaining balance was subsequently cancelled.
Partially Filled and Edited	The order was partially matched and the remaining balance subsequently edited. Note it remains on the market depth until the new edited order becomes queued.
Partially Filled and Expired	The order was partially matched and the remaining balance subsequently expired.
Pending	The order is waiting to be queued in the TTSE trading platform.
Pending Cancel	The order is queued on the TTSE trading platform and a request to cancel is was sent and is awaiting a response from the TTSE trading platform.
Pending Edit	The order was edited and is waiting to be queued in the TTSE trading platform.
Pending Expired	The order expired and will be removed from the TTSE trading platform.
Queued	The order has been queued and is awaiting a match in the TTSE trading platform.

To view the details of a specific order, select the “View Details” hyperlink for that respective order on the Trade:Transaction Status page. An example of this view is seen below.

TRADE: VIEW ORDER 100000013 DETAILS

Apr 28 2020 09:59:01 AM

Back to view orders

Id:	39396
Order Number:	100000013
Order Status:	Filled
TTCD Account:	2335032
Market:	FIRST-TIER
Action:	Buy
Symbol:	OCM
Expiry Type:	Good Till Date
Expiry Date:	Sep 30 2020

Buying Price:	$7.55
Stocks Ordered:	10
Stocks Traded:	10

	Order Estimates($)	* Filled Estimates($)
Share Value	75.50	75.00
Fees		
Broker Fee	0.38	0.38
TTSE Fee	0.11	0.10
TTCD Fee	0.05	0.05
Total Fee	0.54	0.53
Total Cost	76.04	75.53

* Please note that the final transaction cost inclusive of fees will be included on the contract note provided by your Broker.

Audit Trail

Date	Description	Summary
27/04/2020 9:07 AM	Order is pending operation	Price: $7.55, Volume: 10, Total Cost: $76.04
27/04/2020 9:07 AM	Order has been queued	Order is awaiting match
27/04/2020 9:30 AM	Quantity filled	Ticket Id: 01A37705A. Quantity received: 10 at Price: $7.50 Total Cost: $75.53
27/04/2020 9:30 AM	Order has been filled	

6.3 Editing an Order

Before attempting to edit an order, please note the following:

a. An order can only be edited if its status is “Queued”, “Pending” or “Partially-Filled”.
b. Editing an order may result in that order losing its priority in the queue. A market neutral change can be made to orders without a loss of priority. A decrease in the order quantity or a change to the expiry date on an existing order are market neutral changes. All other edits can result in change in order priority.

Use the following steps to edit an order:

1. Click on the “Trade” tab on the main menu page and select the “View Orders” from the drop down options.
2. Click on the hyperlinked word “Edit” located on the right-hand side of the order you would like to edit.

NOTE: The hyperlinked word “Edit” will only appear for Orders which have a “Queued”, “Pending” or “Partially Filled” status.

OR

Click on the hyperlinked word “View Details” located on the right-hand side of the order you would like to to edit. When the following order details page appears, click on the “Edit Order” button.

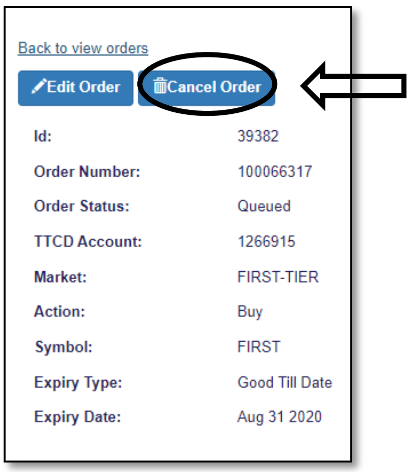
3. You will be directed to the “Place and Order” page. Enter the desired change(s) to the order. You can **only** make changes in the following fields:
   a. Quantity (number of shares)
   b. Price
   c. Expiry Date
4. If you are satisfied with your updates, click the “Review Request” button.
5. Carefully review all details of your order.
6. Once you are satisfied, select the Terms & Conditions Agreement checkbox and click the “Confirm” button.
7. Select the “OK” button when the order confirmation message appears on your screen.

6.4 Cancelling an Order

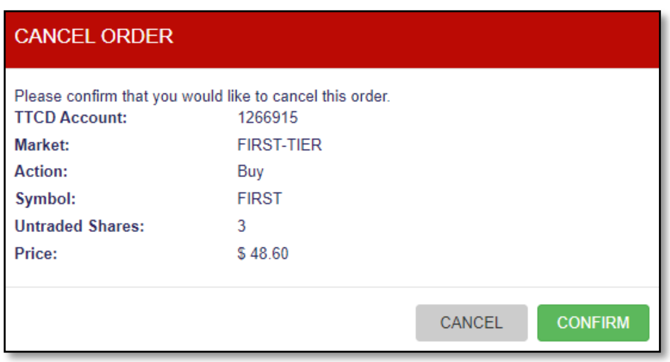
An order can only be cancelled if its status is “Queued” or “Pending or “Partially Filled” status.”

To cancel an order, complete the following steps:

1. Click on the “Trade” tab on the main menu page and select the “View Orders” from the drop down options.
2. Click on the hyperlinked word “View Details” located on the right-hand side of the order you would like to cancel.
3. When the following page appears, click on the “Cancel Order” button.



A dialogue box will pop up on your screen, prompting you to either Cancel or Confirm the request.



1. Select “Confirm” to cancel an order.
2. Select “OK” when the cancel confirmation message appears on your screen.

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