



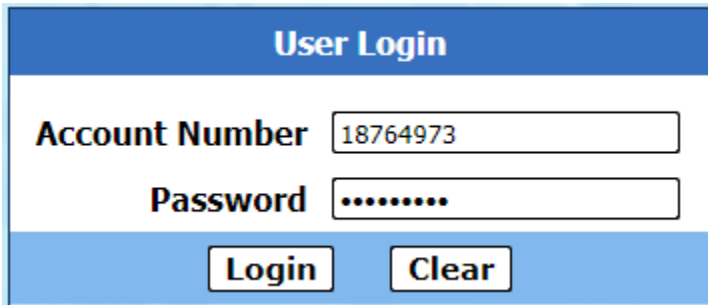
# Hong Kong Stock Options User Guide

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## 1. LOGIN PAGE

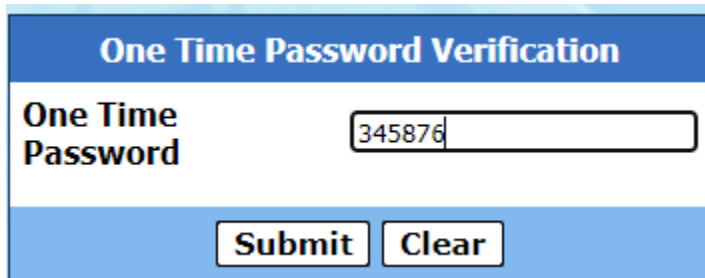
Input the Account Number and Password by using your keyboard. (Figure 1.1) Then, Click the "Login" button to go to the One Time Password Verification page.



The form is titled "User Login" in a blue header. It contains two input fields: "Account Number" with the value "18764973" and "Password" with masked characters ".....". Below the fields are two buttons: "Login" and "Clear".

(Figure 1.1)

"GTJAI Stock Option Mobile OTP" App will display a 6-digit one-time password (OTP) (new OTP is generated every 30 seconds). Enter the 6-digit OTP into web page, and then click "Submit" to log in Online Trading Platform. (Figure 1.2)



The form is titled "One Time Password Verification" in a blue header. It contains one input field labeled "One Time Password" with the value "345876". Below the field are two buttons: "Submit" and "Clear".

(Figure 1.2)

## 2. ONLINE TRADING PLATFORM

The Online Trading Platform allows you to transact online and access to your portfolio. (Figure 2.1)



The screenshot displays the online trading platform interface for Guotai Junan Securities (Hong Kong) Limited. The account information is: Account No.: 10000007, Account Name: Test Account 07. The last login time is 14:03:23, 06/07/2021 (Success). The interface is in Chinese and includes a 'Place Order' panel on the left with fields for Price, Quantity, Order Type (Limit Order), Validity (Day), and Open/Close (Open). A 'Quote Request' panel is active, showing a quote for HSI options. The quote table includes columns for Call and Put options, with sub-columns for Volume, High, Low, Open, Bid, Ask, and Strike. The quote table shows a range of strikes from 24.00 to 47.00. Below the quote table, there are tabs for Order Status, Cash Balance, Open Position, Close Position, Position Summary, and History. The History tab is selected, showing a table of order enquiries as of 07/07/2021. The table includes columns for Order ID, Action, Market, Prod, Commodity, Month, Call/Put, Strike, Order Type, Buy/Sell, T+1, Price, Qty, O/S, Filled, Avg. Price, Until, Status, Reject Reason, and Input Time. The table shows four orders, all of which are 'Fully Filled'.

Order ID	Action	Market	Prod	Commodity	Month	Call/Put	Strike	Order Type	Buy/Sell	T+1	Price	Qty	O/S	Filled	Avg. Price	Until	Status	Reject Reason	Input Time
759		HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	24.00	Limit	Sell	No	23.00	2	0	2	23.0000	Day	Fully Filled		11:11:26
758		HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Sell	No	23.50	5	0	5	23.5000	Day	Fully Filled		11:09:43
757		HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	24.00	Limit	Buy	No	23.20	2	0	2	22.2500	Day	Fully Filled		11:09:30
756		HKFX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	24.00	Limit	Sell	No	24.00	14	0	14	24.0000	Day	Fully Filled		11:05:57

(Figure 2.1)

### 3. ORDER TYPES AND VALIDITY

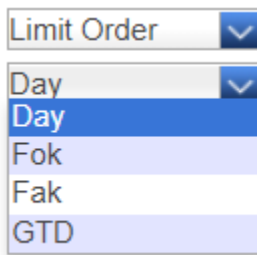
#### 3.1 Order Types

##### 3.1.1 Limit Order

A limit order is an order that entered with a specific price. The order is to be matched at the price or better, depending on what is best available in the market.

#### 3.2 VALIDITY

##### 3.2.1 Layout explanations on Good Till Order Choice.(Figure 3.1)



(Figure 3.1)

##### 3.2.2 Choices Explanations

Choice	Choices Detail	Description
DAY	Today Order	Day orders are intended to be active only during that trading day. Day orders automatically expire at the end of the day and do not carry over to the next trade date.
FOK	Fill Or Kill Order	Order to be executed in its entirety ; if not so executed, the order is to be cancelled
FAK	Fill And Kill Order	A FAK is an order type that is commonly used for bulk orders. This allows you to place a buy or sell order at your preferred price (limit price) and any unfilled amount or portion will be cancelled after the order has been executed.
GTD	Good Till Day Order	GTD Order remains in effect until the market close of specified date, after that order will remove as today order

#### 4. Place Order

You can place orders through the “Place Order” function. (Figure 4.1)

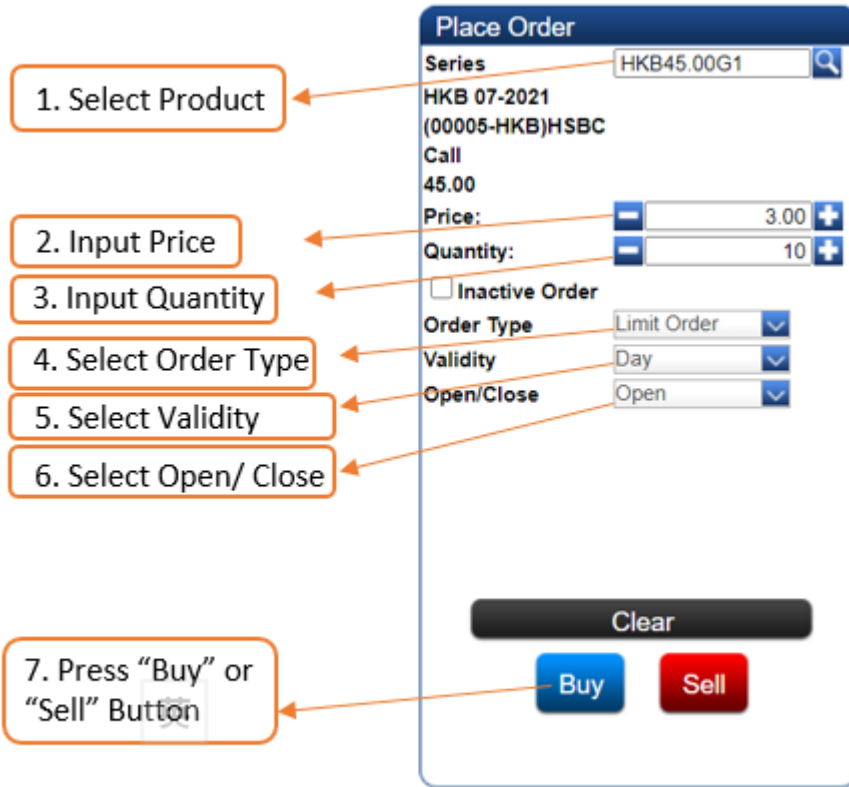


(Figure 4.1)

After entering the price and quantity, select the corresponding buying and selling direction. When confirm pressed, the order will be executed and the order will be created in the system.

#### Steps of placing a new order (Figure 4.2)

1. Select Product type
2. Input price and quantity
3. Select the Order Type/ Validity and Open /Close
4. Press “Buy” or “Sell” button
5. Press “Confirm” button (Figure 4.3)



(Figure 4.2)

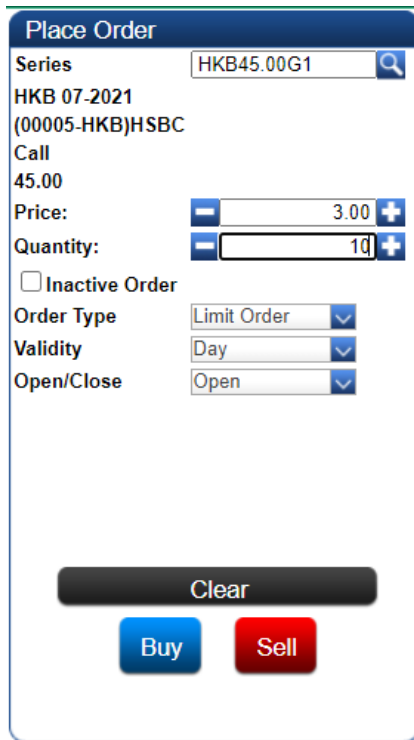


(Figure 4.3)

**Example : Input the Market Order**

Series ID	HKB45.00G1
Stock ID	00005
Contract Month	2021-07
Price	3.00
Quantity	10
Order Type	Limit Order
Validity	Day
Open/Close	Open

Input the order details shown as below: (Figure 4.4)



The screenshot shows a 'Place Order' window with the following details:

- Series: HKB45.00G1
- HK 07-2021 (00005-HKB)HSBC
- Call 45.00
- Price: 3.00
- Quantity: 10
- Inactive Order
- Order Type: Limit Order
- Validity: Day
- Open/Close: Open

Buttons: Clear, Buy, Sell

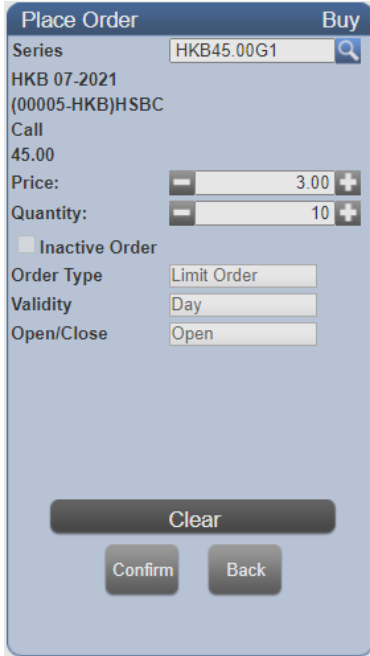
(Figure 4.4)

- Press 

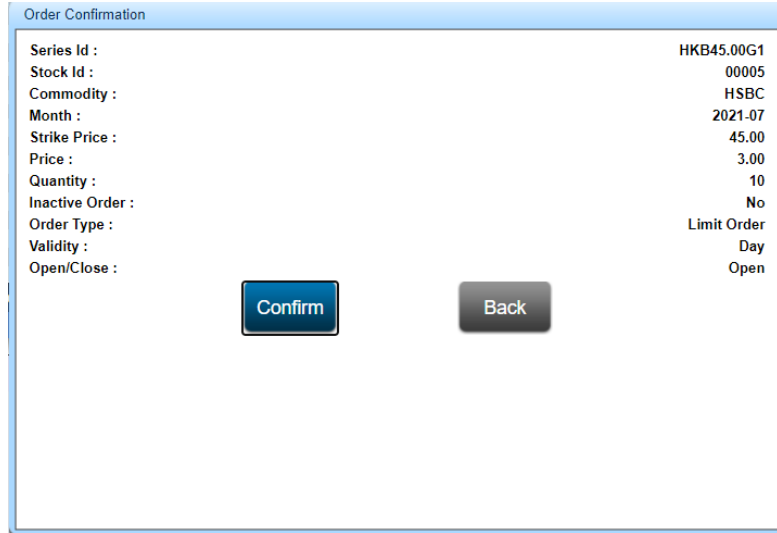


After that, confirmation of order is required. The **“Place Order”** screen turns blue in color for buy order and red in color for sell order. (figure 4.5)

- If the details are correct, press **“Confirm”** button to submit the order.
- If amendment or cancellation is required, press **“Back”**.



(figure 4.5)



(figure 4.6)

After order submission, **“Order Confirmation”** screen appears in which the order details are displayed. (Figure 4.6)

- Press **“Back”** and return to **“Order Place”** screen.
- Press **“Confirm”** the order will be executed and the order will be created in the system.

## 5. ORDER STATUS – MODIFY/CANCEL

### 5.1 Order Status

In the bottom of the Online Trading Platform is the “**Order Status**” tab. This page shows the status of all submitted orders. You can use the function of “**Filter**” in the upper right corner of the page to check the status of your submitted orders.

1. Refresh
2. Filter

\* Remember to press the “**Refresh**” button to obtain the most updated transaction status.



The screenshot shows the 'Order Status' tab in the trading platform. At the top, there are navigation tabs: Order Status, Cash Balance, Open Position, Close Position, Position Summary, and History. Below these, there is a search bar for 'Order enquiry as of 30/06/2021'. To the right of the search bar, there are two buttons: 'Refresh' (labeled '1. Refresh') and 'Show status: All' (labeled '2. filter'). Below the search bar is a table of orders with the following columns: Order ID, Action, Market, Prod, Commodity, Month, Call/Put, Strike, Order Type, Buy/Sell, T+1, Price, Qty, O/S, Filled, Avg Price, Until, Status, Reject Reason, and Input Time. The table contains three rows of order data.

Order ID	Action	Market	Prod	Commodity	Month	Call/Put	Strike	Order Type	Buy/Sell	T+1	Price	Qty	O/S	Filled	Avg Price	Until	Status	Reject Reason	Input Time
682	Cancel / Modify	HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.00	11	11	0	0.0000	Day	Ready To Send		17:06:44
635		HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.00	10	0	0	0.0000	Day	Cancelled		17:11:58
634		HKEX	CKH	(00001-CKH)CK HUTCHISON	2021-01	Call	29.00	Limit	Buy	No	24.00	12	0	0	0.0000	Day	Cancelled		16:11:50

(Figure 5.1)

5.1 You can obtain the following information through the “**Order Status**”:

- 1) Order ID: A unique number for each submitted order.
- 2) Action: Cancel / Modify for unexecuted order
- 3) Market: The exchange market of stock option
- 4) Prod: Abbreviation of the instruments
- 5) Commodity: Full name of the instrument
- 6) Month: Contract month of the order
- 7) Call/Put: Call or Put Option
- 8) Strike: Strike price of the underlying
- 9) Order Type: Type of the order
- 10) Buy/Sell: Buy order or Sell order
- 11) T+1: T+1 order or not
- 12) Price: Input price of the order
- 13) Qty: Quantity of the order
- 14) O/S: Outstanding quantity, i.e. the number of the unexecuted contracts
- 15) Filled: Number of the executed contracts

- 16) Avg Price: Average price of the executed contracts
- 17) Until: Validity of order type
- 18) Status: Status of the order
- 19) Reject Reason: reason of reject (if any)
- 20) Input Time: Input Time of the order

## 5.2 Modify Order

For any unexecuted outstanding order, you can click “**Modify**” to change its price and quantity. For modifying orders, increase (+) or reduce (-) in price is allowed; but for quantity, only reduce (-) is allowed.

### Example of Modifying an Order :

Modify an outstanding buy order: “buy 20 contracts of HKB 01-2021(00005 - HKB) HSBC ” to “buy 15 contracts of HKB 01-2021(00005 - HKB)HSBC”. (Figure 5.2)



Order ID	Action	Market	Prod	Commodity	Month	Call/Put	Strike	Order Type	Buy/Sell	T+1	Price	Qty	O/S	Filled	Avg Price	Until	Status	Reject Reason	Input Time
662	Cancel <b>Modify</b>	HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.00	11	11	0	0.0000	Day	Ready To Send		17:06:44
638		HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.00	10	0	0	0.0000	Day	Cancelled		17:11:58
634		HKEX	CKH	(00001-CKH)CK HUTCHISON	2021-01	Call	29.00	Limit	Buy	No	24.00	12	0	0	0.0000	Day	Cancelled		16:11:50

( Figure 5.2 )

Steps of modifying an order

1. Click the “**Modify**” button beside the unexecuted order;
2. After that, the “**Place Order**” screen (Figure 5.2) in the above will turn into the “**Modify Order**” screen (Figure 5.3);
3. Enter new quantity; (**Remark: quantity cannot be increased**)
4. Confirm order: a. If the details are correct, press “**Confirm**” button b. For cancellation of the amendment, press “**Back**” button
5. After the order is successfully modified, you will see the latest order status in the Order Status panel below (Figure 5.4)

**Modify Order**

Input Time: 10:27:06

Order ID: 691

Action: Buy

Series: HKB23.00A1

Price:

Filled: 0

O/S: 15

Quantity:

Order Type: Limit

Validity: Day

T+1: No

Inactive Order

Stop Trigger

(Figure 5.3)

Order ID	Action	Market	Prod	Commodity	Month	Call/Put	Strike	Order Type	Buy/Sell	T+1	Price	Qty	O/S	Filled	Avg Price	Until	Status	Reject Reason	Input Time
691	<a href="#">Cancel</a> <a href="#">Modify</a>	HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.00	15	15	0	0.0000	Day	Ready To Send		10:27:06
692	<a href="#">Cancel</a> <a href="#">Modify</a>	HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.05	9	9	0	0.0000	Day	Ready To Send		17:06:44

(Figure 5.4)

### 5.3 Cancel Order

For any unexecuted outstanding order, you can click “**Cancel**” to cancel it.

#### Example of Cancel order :

Cancel an outstanding sell order: “buy 15 contracts of HKB 01-2021(00005 - HKB)HSBC”. (Figure 5.5)

Order ID	Action	Market	Prod	Commodity	Month	Call/Put	Strike	Order Type	Buy/Sell	T+1	Price	Qty	O/S	Filled	Avg Price	Until	Status	Reject Reason	Input Time
691	<a href="#">Cancel</a> <a href="#">Modify</a>	HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.00	15	15	0	0.0000	Day	Ready To Send		10:27:06
692	<a href="#">Cancel</a> <a href="#">Modify</a>	HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.05	9	9	0	0.0000	Day	Ready To Send		17:06:44

(Figure 5.5)

Steps of canceling an order

1. Click the “**Cancel**” button beside the unexecuted order;
2. After that, the “**Place Order**” screen in the above will turn into the “**Cancel Order**” screen; (Figure 5.6)
3. Press “**Confirm**” button to transmit the cancellation request;
4. Press “**Back**” button to discontinue the cancellation request;
5. After transmission of the cancellation request, you will see the latest order status in the Order Status panel below (Figure 5.7)

**Cancel Order**

Input Time: 13:56:56

Order ID: 722

Action: Buy

Series: HKB24.00A1

Price: 24

Quantity: 15

Order Type: Day

Validity: T+1: No

Inactive Order

Stop Trigger

Confirm

Back

(Figure 5.6)

Order ID	Action	Market	Prod	Commodity	Month	Call/Put	Strike	Order Type	Buy/Sell	T+1	Price	Qty	O/S	Filled	Avg. Price	Until	Status	Reject Reason	Input Time
722		HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	24.00	Limit	Buy	No	24.00	15	0	0	0.0000	Day	Cancelled		13:56:56
721	<span style="color: red;">Cancel</span> <span style="color: blue;">Modify</span>	HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	24.00	Limit	Sell	No	24.00	10	10	0	0.0000	Day	Ready To Send		13:56:03
691		HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Buy	No	23.00	15	0	0	0.0000	Day	Cancelled		10:27:06

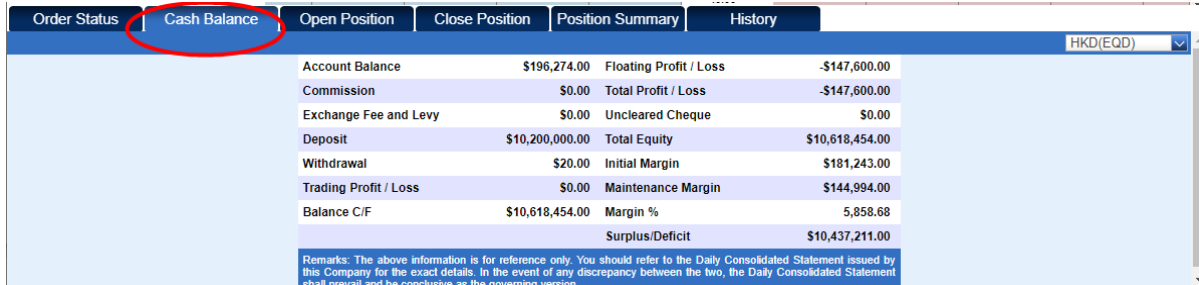
(Figure 5.7)

## 6. Order Status and Description

Status	Description
Queued	Order is being queued up in Hong Kong Exchanges and Clearing Limited ("HKEX")
Partial Filled	Order is partially filled
Fully Filled (Partial Cancelled)	Order is partially filled and partially cancelled because the unfilled part: 1) is cancelled by client; 2) is cancelled due to expiration; or 3) is rejected by HKEX
Fully Filled	Order is fully filled
Rejected	Order is rejected: 1) by HKEX due to expiration; 2) by HKEX due to other reasons; 3) by GTJA to insufficient fund; or 4) by GTJA due to exceeded position limit.
Cancelled	Order is being cancelled by client;
Waiting Approval	Order is waiting for credit approval due to insufficient fund or exceeded position limit.

## 7. Cash Balance

You can view cash balance of your trading account with **GTJA** by pressing “Cash Balance” tab in the bottom of the Online Trading Platform (Figure 7.1).



Order Status	Cash Balance	Open Position	Close Position	Position Summary	History
HKD(EQD)					
Account Balance	\$196,274.00	Floating Profit / Loss		-\$147,600.00	
Commission	\$0.00	Total Profit / Loss		-\$147,600.00	
Exchange Fee and Levy	\$0.00	Uncleared Cheque		\$0.00	
Deposit	\$10,200,000.00	Total Equity		\$10,618,454.00	
Withdrawal	\$20.00	Initial Margin		\$181,243.00	
Trading Profit / Loss	\$0.00	Maintenance Margin		\$144,994.00	
Balance C/F	\$10,618,454.00	Margin %		5,858.68	
		Surplus/Deficit		\$10,437,211.00	

Remarks: The above information is for reference only. You should refer to the Daily Consolidated Statement issued by this Company for the exact details. In the event of any discrepancy between the two, the Daily Consolidated Statement shall prevail and be conclusive as the governing version.

(Figure 7.1)

In the “Cash Balance” page, you can view the following information:

- Account Balance
- Commission Paid
- Trading Fees & Levy
- Deposit
- Withdrawal
- Trading Profit/Loss
- Balance C/F
- Floating Profit/Loss
- Total Profit/Loss
- Uncleared Cheque
- Total Equity
- Initial Margin
- Maintenance Margin
- Margin%
- Surplus/ Deficit

## 8. Open Position

You can view your open position status of your account by pressing **“Open Position”** tab in the bottom of the Online Trading Platform. (Figure 8.1)



Order Status		Cash Balance	<b>Open Position</b>	Close Position	Position Summary	History							
Action	Prod	Month	Commodity	Call/Put	Strike	Long	Short	Net	Bid Avg. Price	Ask Avg. Price	Market Price	CCY	Floating P/L
<a href="#">Close</a>	CKH	2021-01	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	Call	24.00	14	16	-2	24.0000	23.8750	0.00	HKD	0.00
<a href="#">Close</a>	HKB	2021-01	(00005-HKB)HSBC	Call	24.00	12	27	-15	21.2083	23.5185	18.20	HKD	0.00
<a href="#">Close</a>	HKB	2021-01	(00005-HKB)HSBC	Call	23.00	0	5	-5	0.0000	23.5000	19.20	HKD	0.00

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(Figure 8.1)

Inside page of **“Open Position”**, you can view your open position summary and the details of your portfolio. (Figure 8.2)

- Summary
- Detail



Order Status		Cash Balance	<b>Open Position</b>	Close Position	Position Summary	History							
Action	Prod	Month	Commodity	Call/Put	Strike	Long	Short	Net	Bid Avg. Price	Ask Avg. Price	Market Price	CCY	Floating P/L
<a href="#">Close</a>	CKH	2021-01	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	Call	24.00	14	16	-2	24.0000	23.8750	0.00	HKD	0.00
<a href="#">Close</a>	HKB	2021-01	(00005-HKB)HSBC	Call	24.00	12	27	-15	21.2083	23.5185	18.20	HKD	0.00
<a href="#">Close</a>	HKB	2021-01	(00005-HKB)HSBC	Call	23.00	0	5	-5	0.0000	23.5000	19.20	HKD	0.00

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(Figure 8.2)



## 9. Close Position

You can view your open position status of your account by pressing “**Close Position**” tab in the bottom of the Online Trading Platform. (Figure 9.1)

Inside page of “**Close Position**”, you can view your close position summary and the details of your portfolio.

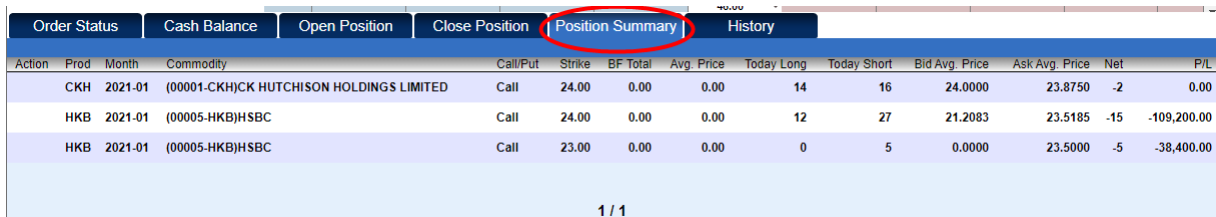


(Figure 9.1)

## 10. Position Summary

You can view your open position status of your account by pressing “**Position Summary**” tab in the bottom of the Online Trading Platform. (Figure 10.1)

Inside page of “**Close Position**”, you can view your close position summary and the details of your portfolio.



Action	Prod	Month	Commodity	Call/Put	Strike	BF Total	Avg. Price	Today Long	Today Short	Bid Avg. Price	Ask Avg. Price	Net	P/L
	CKH	2021-01	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	Call	24.00	0.00	0.00	14	16	24.0000	23.8750	-2	0.00
	HKB	2021-01	(00005-HKB)HSBC	Call	24.00	0.00	0.00	12	27	21.2083	23.5185	-15	-109,200.00
	HKB	2021-01	(00005-HKB)HSBC	Call	23.00	0.00	0.00	0	5	0.0000	23.5000	-5	-38,400.00

(Figure 10.1)

## 11. History

You can view the order history of your account by pressing “**History**” tab in the bottom of the Online Trading Platform. (Figure 11.1)



Order ID	Market	Prod	Commodity	Month	Call/Put	Order Type	Strike	Buy/Sell	T+1	Price	Qty	O/S	Filled	Avg. Price	Until	Status	Input Time
759	HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	24.00	Limit	Sell	No	23.00	2	0	2	23.0000	Day	Fully Filled	2021-07-06 11:11:26
758	HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	23.00	Limit	Sell	No	23.50	5	0	5	23.5000	Day	Fully Filled	2021-07-06 11:09:43
757	HKEX	HKB	(00005-HKB)HSBC	2021-01	Call	24.00	Limit	Buy	No	23.20	2	0	2	22.2500	Day	Fully Filled	2021-07-06 11:09:30
756	HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	24.00	Limit	Sell	No	24.00	14	0	14	24.0000	Day	Fully Filled	2021-07-06 11:05:57

(Figure 11.1)

In this section, all the order entries within one month are available. There are 3 types of searching methods. (Figure 11.2)

- Date: By selecting a specific date, you can view the order entries in that day.
- Period: you can view the order entries within the specific period that you defined.
- Days: By selecting the number of days (7 days, 14 days or 30 days), you can view the order entries in the past 7 days, 14 days or 30 days being selected.



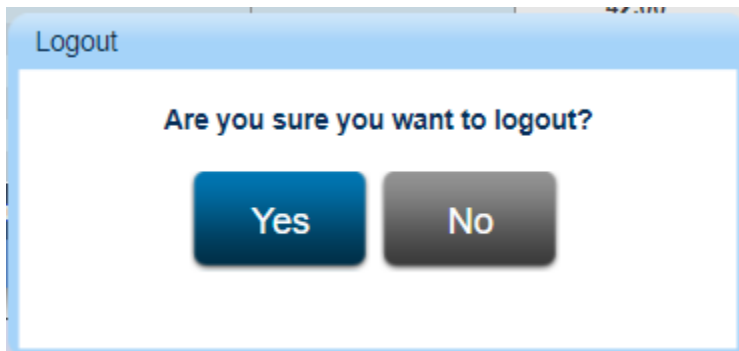
Order ID	Market	Prod	Commodity	Month	Call/Put	Order Type	Strike	Buy/Sell	T+1	Price	Qty	O/S	Filled	Avg. Price	Until	Status	Input Time
880	HKEX	ALB	(09980-AL)ALIBABA GROUP HOLDING LTD.	2021-06	Call	Limit	157.50	Buy	No	5.00	3	3	0	0.0000	Day	Waiting Approval	2021-07-09 17:08:06
879	HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	Limit	30.00	Sell	No	27.00	100	100	0	0.0000	Day	Waiting Approval	2021-07-09 16:53:51
844	HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	Limit	30.00	Buy	No	27.00	400	0	0	0.0000	Day	Cancelled	2021-07-08 03:32:38
843	HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	Limit	30.00	Buy	No	27.00	400	0	0	0.0000	Day	Cancelled	2021-07-08 03:28:38
842	HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	Limit	30.00	Buy	No	27.00	400	0	0	0.0000	Day	Cancelled	2021-07-08 03:04:00
841	HKEX	CKH	(00001-CKH)CK HUTCHISON HOLDINGS LIMITED	2021-01	Call	Limit	30.00	Buy	No	27.00	400	0	0	0.0000	Day	Cancelled	2021-07-08 03:02:14

(Figure 11.2)

## 12. LOGOUT

You are advised to logout immediately after using our system for security reason. You could use the below methods to logout the system:

1. Click “Logout” button (Figure 12.1) and choose “Yes” button to logout or
2. Close the Browser



(Figure 12.1)

**-The End-**