



# **STO CONDITIONAL ORDER INSTRUCTIONS**

***KB BUDDY WTS***

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## 1. Definition

A **Stop Order (STO)** is a Buy/Sell order valid for one or more days with a predetermined quantity and price. In which:

- **Quantity:** The quantity of securities set by the investor.
- **Order Price:** The price set by the investor, which will be entered into the system when the conditions are met. The order price can be a limit price (LO) or a market price.
- **Trigger Price:** The price is set by the investor. When the market price increases or decreases past the trigger price, the order will be triggered during the continuous matching session (the order will not be triggered during the ATO and ATC sessions)
  - If you choose  $\geq$ : The order will be activated when the market price  $\geq$  trigger price.
  - If you choose  $\leq$ : The order will be activated when the market price  $\leq$  trigger price
- **Types of activation:**
  - Occurs once: During the validity period, the order will only be activated once the trigger price condition is met.
  - Matched full order volume: During the validity period, the order will be activated if the condition is met, until the full quantity is matched.
- **Expiration Date:** The order is valid from the day it is placed until the expiration date or until the full quantity is matched.

## 2. Purpose

A Stop Order (STO) helps customers automatically sell to take profit/limit losses or buy new/additional shares at the desired price without needing to closely monitor market price movements.

## 3. Regulations on Cancelling/Amending STO Orders

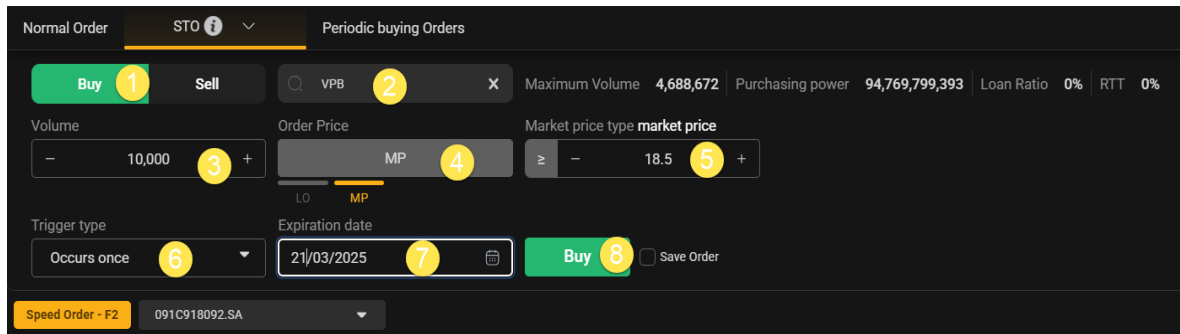
- The original order and any generated sub-orders cannot be modified. The investor can CANCEL the original order and place a new one (if necessary).
- The original order can only be CANCELED when it is in the Pending Activation or Activated state. The original order cannot be CANCELED during the ATC session.
- When canceling the original order, the system will cancel any sub-orders that have been generated if the sub-orders are not fully matched or partially matched.
- Sub-orders of the STO conditional order cannot be canceled.

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#### 4. Examples

##### ❖ Example 1: Place an STO order to buy stocks when the price decreases with the "Occurs once" activation type.

- On March 20, 2025, the execution price of VPB stock was 19.4 and is showing a downward trend. The investor predicts that the price of VPB stock will adjust down to 18.5 and then rise again. Since the investor does not have time to monitor the market, they want to use a STO order to buy 10,000 VPB at the market price (MP) when the market price  $\leq$  18.5. The investor can place the STO conditional order as follows:



- ✓ (1) Choose **Buy**
- ✓ (2) **Code**: Enter **VPB**
- ✓ (3) **Quantity**: Enter **10,000**
- ✓ (4) **Trigger price**: Enter **MP**
- ✓ (5) **Triggers when market price**  $\leq$ : **18.5**
- ✓ (6) **Trigger type**: choose **Occurs once**
- ✓ (7) **Expiration date**: enter **21/03/2025**
- ✓ (8) Click **Buy**, enter OTP to finish

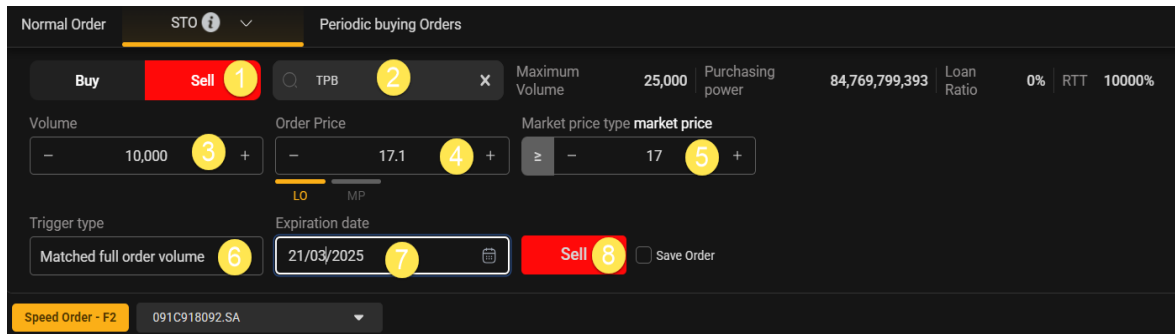
##### The system activates the order as follows:

- ❖ In the case that on March 20, 2025, the execution price of VPB is 18.4, the order meets the condition and is activated, generating a sub-order sent to the exchange with a volume of 10,000 at the market price (MP). At the end of the trading day on March 20, 2025, the STO order expires because the investor chose the "One-time activation" trigger type.
- ❖ In the case that on March 20, 2025, the execution price of VPB is 19.1, the order does not meet the condition and is not activated. On March 21, 2025, the execution price of VPB is 18.7, the order still does not meet the condition and is not activated. At the end of the trading day on March 21, 2025, the STO order expires.

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❖ **Example 2: Place a STO order to sell stocks when the price increases, with the activation type set to Full Order Volume Matched.**

On March 18, 2025, the execution price of TPB stock is 16.3. The investor (I) does not have much time to monitor the market and wants to take profit when the market price reaches 17. Therefore, the investor uses an STO order to sell all 10,000 TPB shares at a price of 17.1. The investor can place the STO conditional order as follows:



- ✓ **(1) Choose Sell**
- ✓ **(2) Code:** Enter **TPB**
- ✓ **(3) Quantity:** Enter **10,000**
- ✓ **(4) Trigger price:** Enter **17.1**
- ✓ **(5) Trigger when market price:**  $\geq 17$
- ✓ **(6) Type of activation:** enter **"Full order volume matched"**.
- ✓ **(7) Expiration date:** enter **21/03/2025**
- ✓ **(8) Click Sell**, enter OTP to finish

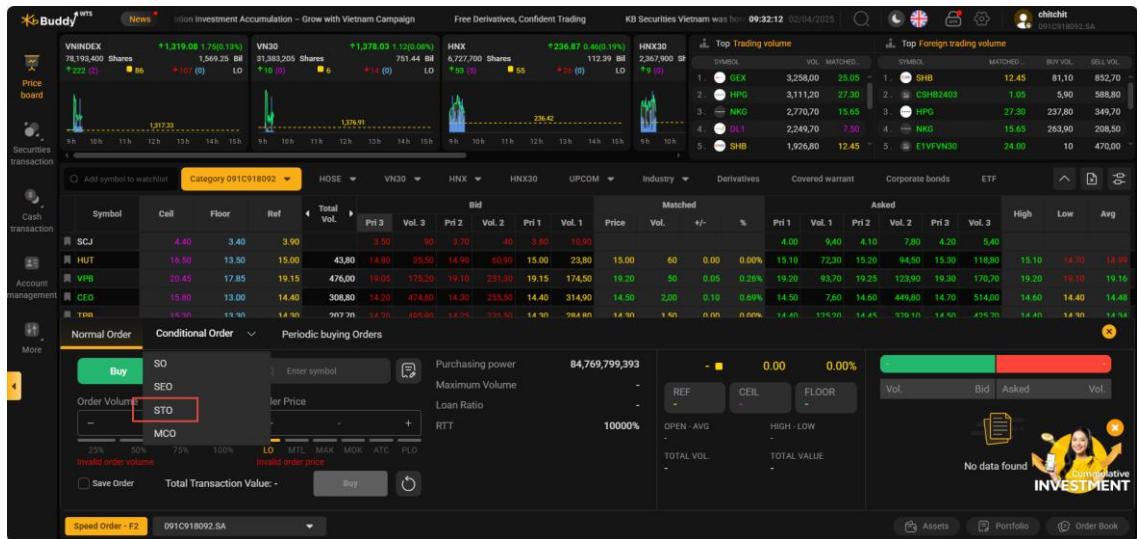
**The system activates the order as follows:**

- ❖ In the trading session on the trading day of March 18, 2025, the execution price of TPB is 16.3, and the original conditional order is in the "Pending Activation" state. When the market price of TPB rises to 17, the order meets the condition and is activated, generating a sub-order sent to the exchange with a volume of 10,000 shares at a price of 17.1.
  - In the case that the sub-order is partially matched, with 3,000 shares matched. On the trading day of March 19, 2025, the execution price of TPB is 17, the conditional order continues to be activated, generating a sub-order sent to the exchange with a volume of 7,000 shares at a price of 17.1. The sub-order is fully matched with 7,000 shares. At this point, the original conditional order is in the "Completed" state as the total volume of 10,000 shares has been matched.
  - In case that the sub-order is not matched, on the following trading days, if the market price meets the conditional order will continue to be activated until the full volume is matched or it expires at the end of March 21, 2025.
- ❖ In the case that the order does not meet the conditions for activation by the expiration date, the status of the original order will display as expired at the end of March 21, 2025.

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### 5. Steps

- **Step 1:** The investor logs into <https://kbbuddywts.kbsec.com.vn/>; select Trading / Place Order or press the "Quick Order – F2" button.
- **Step 2:** Select the trading sub-account, choose the "Conditional Orders" tab, and click on "STO Order".



- **Step 3:** Enter the order details
  - Select **Buy/Sell**
  - Enter the **Code (Stock Symbol)**
  - Enter the **Volume**
  - Enter the **Order Price**
  - Enter the **Trigger Price ( $\leq$  or  $\geq$ )**
  - Select the **Activation Type**
  - Enter the **Expiration Date**
  - Click **Buy/Sell**
- **Step 4:** On the Order Confirmation screen, enter the OTP verification code to complete the process

### 6. Managing STO

The investor can inquire and track STO conditional orders on the **KB Buddy WTS** platform under **Trading/Order Book/Conditional Order Management**.

- You can filter by the following criteria: Order (buy/sell), type of conditional order, and status

| Order: All                          | Conditional order: All | Status: All | Search | Cancel selected order |          |                   |               |               |            |             |                   |            |                 |                      |                  |             |              |            |             |
|-------------------------------------|------------------------|-------------|--------|-----------------------|----------|-------------------|---------------|---------------|------------|-------------|-------------------|------------|-----------------|----------------------|------------------|-------------|--------------|------------|-------------|
| View                                | Cancel                 | Symbol      | B/S    | Condition order       | Quantity | Trigger condition | Trigger price | Trigger range | Price step | Limit price | Take profit price | Stop price | Stop loss price | Number of conditions | Divided quantity | Price range | Volume range | Order type | Status      |
| <input checked="" type="checkbox"/> | View                   | MWG         | Buy    | Stop order            | 200      | $\leq$            | 61,000        | -             | -          | 60,700      | -                 | -          | -               | -                    | -                | -           | -            | LO         | Activated   |
| <input type="checkbox"/>            | View                   | MWG         | Buy    | Stop order            | 200      | $\geq$            | 61,200        | -             | -          | 60,900      | -                 | -          | -               | -                    | -                | -           | -            | LO         | Expired     |
| <input type="checkbox"/>            | View                   | MWG         | Buy    | Stop order            | 100      | $\leq$            | 61,200        | -             | -          | 61,100      | -                 | -          | -               | -                    | -                | -           | -            | LO         | Expired     |
| <input type="checkbox"/>            | View                   | MWG         | Buy    | Stop order            | 100      | $\leq$            | 60,900        | -             | -          | 61,000      | -                 | -          | -               | -                    | -                | -           | -            | LO         | Canceled    |
| <input type="checkbox"/>            | View                   | MWG         | Buy    | Stop order            | 100      | $\leq$            | 100           | -             | -          | 60,600      | -                 | -          | -               | -                    | -                | -           | -            | LO         | Canceled    |
| <input type="checkbox"/>            | View                   | VRE         | Buy    | Stop order            | 500      | $\leq$            | 50            | -             | -          | 19,900      | -                 | -          | -               | -                    | -                | -           | -            | LO         | Waiting for |
| <input type="checkbox"/>            | View                   | VRE         | Buy    | Stop order            | 1,000    | $\leq$            | 100           | -             | -          | 19,750      | -                 | -          | -               | -                    | -                | -           | -            | LO         | Waiting for |

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- Select **"Cancel"** if the customer wants to cancel the original order (for orders that can be cancelled).
- Select **"View"** to see the detailed information of the original order and the activated order.

**Details**
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**Original order info**

|                   |         |                       |                           |
|-------------------|---------|-----------------------|---------------------------|
| Conditional order | STO     | Limit price           | 6,800                     |
| Sub-account       | SA      | Vol.                  | 100                       |
| Order type        | Buy     | Trigger type          | Matched full order volume |
| Symbol            | AME     | Expiration date       | 28/03/2025                |
| Trigger price     | ≥ 1,000 | Original order status | Activated                 |

**Activation order info**
**Successful trigger order**
↺

| Symbol | B/S | Limit price | Price | Order volume | Volume | Remaining quantity | Canceled quantity | Status  | Order type |
|--------|-----|-------------|-------|--------------|--------|--------------------|-------------------|---------|------------|
| AME    | Buy | 6,800       | 0     | 100          | 0      | 0                  | 100               | Expired | MTL        |

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