

ONLINE SHARE TRADING



How to trade

YOU CAN TRADE FROM A NUMBER OF LOCATIONS ONSITE

There are four locations to trade from:

- Dashboard
- Company info
- Watch list
- Portfolio

HOW TO CHECK WHETHER YOUR ACCOUNT IS ACTIVE

If you can trade on your account, the **Trade** button on the above screens will be in colour as shown in the example below.

Active trade button:



KEY TERMS TO UNDERSTAND BEFORE YOU TRADE

Before you continue with the trade, there are **some key terms you need to know**.

Buy vs sell	<ul style="list-style-type: none">● To buy is to place an order on the market to purchase a stock or share, whether it is a new stock or an addition to your current holdings. Another term for buying is to go 'long' on a stock, and is used when trading on the derivatives market. It is buying a stock or instrument with the expectation that the share price will increase.● To sell is to place an order in the market to sell a stock or share, whether it is a new stock or an addition to your current holdings. Another term for selling is to 'short' the stock, and is used when trading on the derivatives market. It is selling a stock or instrument with the expectation that the share price will decrease.
Bid vs offer	<ul style="list-style-type: none">● The bid price is the highest price a buyer of a stock is willing to pay for a share of that given stock.● The offer price (or ask price), on the other hand, is the lowest price a seller of a particular stock is willing to sell a share of that given stock.
Market price vs Limit price	<ul style="list-style-type: none">● The market price of a stock is the price that it sells for on the open market at a given point in time. The market price will usually fluctuate throughout the trading day as investors buy and sell stocks. The market price will rise if more people want to buy it and fall as people begin selling more of the stock.● The limit price is an order to buy or sell a stock at a specific price or better. A buy limit order can be executed only at the limit price or lower, and a sell limit order can be executed only at the limit price or higher. A limit order is not guaranteed to be executed.



WHERE TO GET INFORMATION ON WHAT TO TRADE

You can find research information, recommendations and trading ideas under the **Research Centre** tab on the site.

UNDERSTANDING THE TRADE SCREEN

Instrument type

Instrument type

Equity (Markets open) ^
Equity (Markets open)
CFD (Markets open)

- Select the market you would like to trade on (contracts for difference – CFDs – or equities).
- CFDs will be available only once you have registered for an CFD account.
- In brackets is an indication showing that the market is open or closed.
- The market does not need to be open for you to submit an order. Your order will be saved and then sent to the market once the market has opened.

Trade from account

Trade from account

1918374, v

Funds available for trading: 745 579.10

- Your account will appear in the **Trade from account** textbox.
- If you have more than one account linked to your profile, you can click on the dropdown and select the account, you want to trade from.
- Your available funds for trading will be displayed just below the textbox.

Instrument name

Instrument name



Anglo x
AGL
AMS
ANG

- Type in the name or share code of the company whose shares you would like to trade in.

Instrument name



AGL x

Company name: Anglo American plc

JSE:AGL

- Select the share code to retrieve the data.
- The company and code will be displayed below the textbox.



Trade type

Trade type

Buy	Sell
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- Select whether you wish to place a buy or sell trade.

Order volume

Order volume

Current holding: 2 900
Demat quantity: 2 900

- Enter the number of shares you would like to trade in the textbox.
- **Current holding**: displays the number of shares you currently hold of the share selected (instrument name) in your portfolio.
- **Demat quantity**: displays the number of shares registered or settled in the client's name. The share settlement period of the Johannesburg Stock Exchange (JSE) is T + 3, which means the day traded plus three working days. This is similar to the process of buying a vehicle: The vehicle needs to be registered in your name with the licence department before it can come into your possession.
- When you select **Buy**, the **Estimated number of shares allowed to buy** wording will appear. This gives you an estimate of the number of shares you can buy based on the funds you have available for trade and the last traded market price or the limit price you placed on the order. **Please note**: This does not reflect fees listed under the projected fee breakdown.

Trade type

Buy	Sell
-----	------

Order volume

Current holding: 0
Demat quantity: 0

Estimated number of shares allowed to buy: 0

- When you select **Sell**, the **Number of shares allowed to sell** wording will appear showing you the quantity you have available to sell.

Trade type

Buy	Sell
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Order volume

Current holding: 2 311
Demat quantity: 2 311

Number of shares allowed to sell: 1 - 2 311



Order type: Market and limit

- The order types market and limit are trade mechanisms used to fulfil a trade based on the price in the market or by the trader.

Order type ?

Market Limit

- A **market order** is a type of trade to buy or sell immediately at the current price. If you are buying, then you will pay a price at or near the posted offer. If you are selling, you will receive a price at or near the posted bid.

Order type ?

Market Limit

Limit price (c) ?

- A **limit order**, or pending order, allows investors to buy and sell a share at a certain price in the future. This type of order is used to execute a trade if the price reaches the pre-defined level. The order will not be filled if the price does not reach this level. A limit order can be set to the maximum or minimum price at which you are willing to buy or sell.

Limit trade variances

- The **maximum buy price** is the maximum price an order can be submitted at as determined by the JSE for a particular instrument.
- The **lowest sell price** is the minimum price an order can be submitted at as determined by the JSE for a particular instrument.

Life of order

Life of order

Day order ^

Day order

One week - 15 May 2020

One month - 08 Jun 2020

End of week - 08 May 2020

End of month - 31 May 2020

- A market order will allow for day orders only. A day order is an order valid for the current trading day, during JSE trading hours.
- A limit order can be set for a maximum of three months.



Market data

4 913c	-47 (-0.95%)	Reload		
→ 08 May, 12:30:15 PM				
Open	High	Low	Close	Volume
5 090c	5 093c	4 898c	4 960c	2 006 704

- The price in the top left corner is the latest price in the market at the time displayed below.
- Share prices are always displayed in cents, eg 4 913c is R49,13.
- The movement, indicated to the right of share price, depend on the daily movement of the share compared with the previous day's closing price, eg 4 960c (4 960c – 4 913c = 47c), and in brackets is the percentage of the movement.

Market depth

Market depth						
Bids to buy				Offers to sell		
#	Volume	Orders	Price (c)	Price (c)	Orders	Volume
1	2 000	1	4 905	4 913	2	2 904
2	1 207	2	4 903	4 914	3	2 769
3	895	1	4 901	4 915	2	1 633
4	895	1	4 899	4 917	1	525
5	750	1	4 898	4 918	1	750

- These are the bids (buy orders submitted by buyers wanting to buy the share) and offers (sell orders submitted by sellers wanting to sell the share) in the market at the time stipulated above.
- Line 1 will always show the highest bid and the lowest offers.

Latest trades

Latest trades			
Time	Volume	Price (c)	Change (%)
2:57:34 PM	600	4 935	0.00
2:56:58 PM	1 049	4 933	-0.04
2:56:58 PM	1 884	4 933	0.00
2:56:58 PM	494	4 933	0.00
2:56:56 PM	506	4 933	0.00

- These are confirmed trades that took place in the market for this share or instrument.



Order summary

Order summary	View disclaimer
From trade account: ██████████, Mister ██████████ Buy 1 MTN shares at limit price of 100c. Life of order: 08/05/2020	
Projected cost breakdown	
Instrument consideration:	R 1.00
Projected fee breakdown	
Brokerage:	R 150.00
STRATE settlement fee:	R 10.19
VAT:	R 24.03
Projected fees:	R 184.22
Projected total cost of trade	R 185.22
Projected funds available after this trade	R 415 129.47

The order summary is a written description of the order you are trying to place. You should read it before submitting your order. The order summary carries the following information:

- **Projected cost breakdown** – Instrument consideration is the quantity or volume specified multiplied by the market or limit price stipulated.
- **Projected fee breakdown** shows the costs charged based on the instrument consideration.
- **Projected total cost of trade** is calculated by adding the consideration plus the fees.
- **Projected funds available after this trade** is the cash remaining in your trade account after the estimated trade costs have been deducted.

If you are happy with the trade and fees, select the confirmation tick box and click on the **Submit trade order** button.

By selecting I confirm that all the details are correct before I submit my order.

Submit trade order

WHAT HAPPENS ONCE THE TRADE HAS BEEN PLACED

Orders (Order book)

Once the trade has been submitted, the order is sent to the JSE trading engine, where it will be traded. The trading engine will send different messages back depending on the outcome of your order.



Checking the status of your orders

To view the status of your orders, click on the **Orders menu** tab.

[Dashboard](#) [Portfolio](#) [Payments](#) [Market indicators](#) [Watchlists](#) [Transactions](#) [Orders](#) [News and research](#) [Products and instruments](#) [Market tools](#)

What the different order statuses mean

New	The order is in the market and waiting to be traded.
Filled	The order is fully met and the full volume of shares have been traded.
Partially filled	The order has been partially met. The full volume has not yet been traded.
Expired	The date set on the life of the order has passed.
Cancelled	The order has been cancelled from the market.
Partial cancellation	A portion of the volume has been traded and the remaining volume has been cancelled from the market.
Rejected	The order submitted has not satisfied certain trading rules and has been rejected from entering the market.

What action is required from you if the order is not fully met

Order partially filled	If you still wish to trade, a new order needs to be submitted.
Order expired	If you still wish to trade, a new order needs to be submitted.
Order cancelled	If you still wish to trade, a new order needs to be submitted.
Partial cancellation of order	If you still wish to trade, a new order for the remaining volume needs to be submitted.
Order rejected	If you still wish to trade, examine the trade submitted to determine which trading rules were not satisfied. To trade, a new order that satisfies the trading rules will need to be submitted.

Portfolio

Once the order has either been matched or fully filled, it will be displayed on the portfolio screen.

I WOULD LIKE A STOCKBROKER TO ASSIST ME WITH MY TRADES

If you would like a stockbroker to assist you with your trading decisions, you can request your account be upgraded to a Nedbank Private Wealth account. This additional service carries higher fees, and a minimum trading balance of R250 000 applies.