

# Step-by-step guide to UBS Securities Trading

Online trading **at your convenience**

## This guide covers:

1. Buying securities
2. Selling securities
3. Canceling pending orders

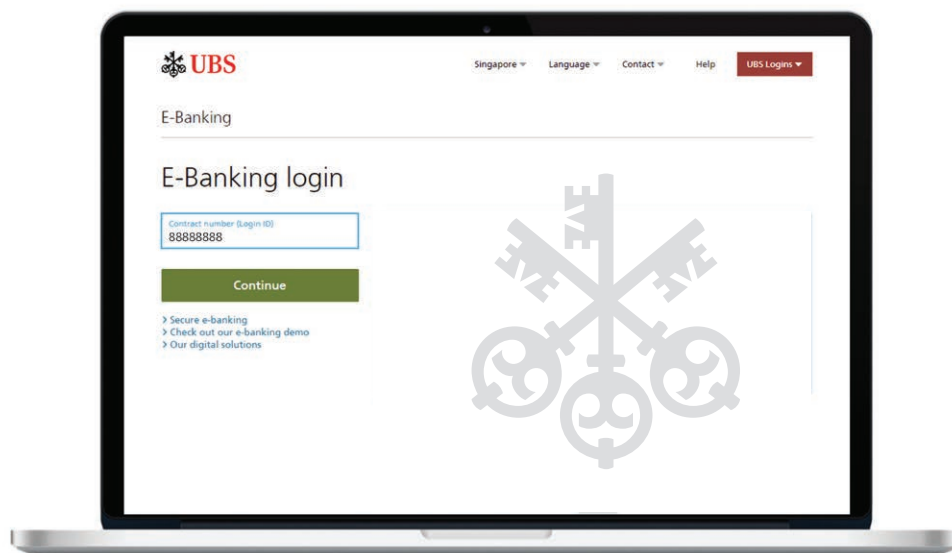
## What do you need?

1. Contract number
2. Access App or Access Card
3. Card reader (optional)

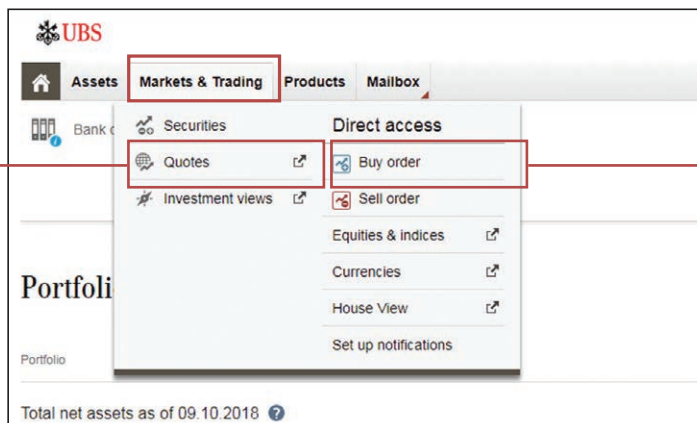
## Buying securities

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1. Log in to UBS Digital Banking.



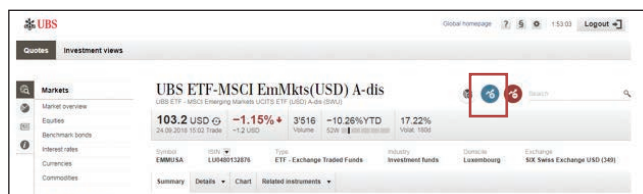
- On the homepage, select 'Markets & Trading'.  
You may choose 'Quotes' or 'Buy order'.



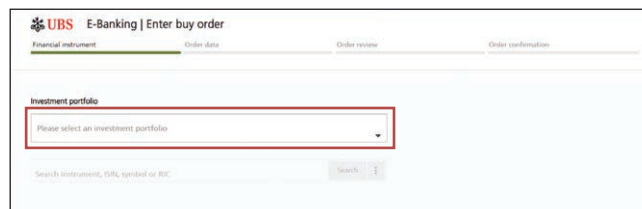
To search for a financial instrument on Quotes, click the search bar and enter its ISIN or RIC.



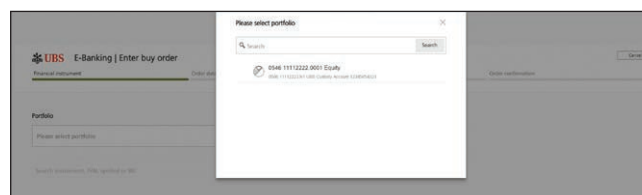
On the selected instrument page, click the buy icon.



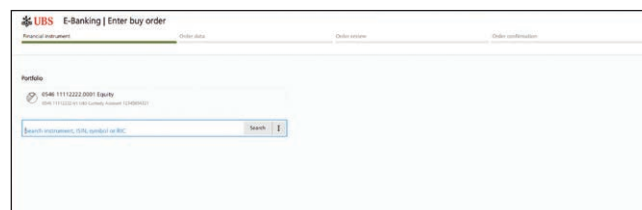
Click the dropdown menu.



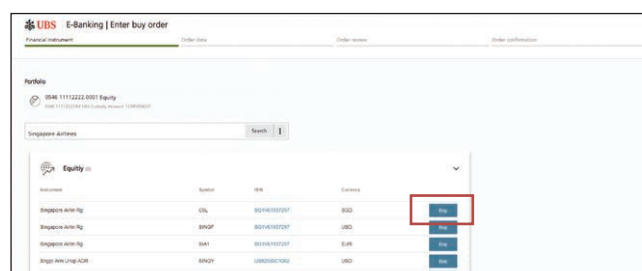
- Choose the required custody account.



- To search for a financial instrument, enter its name, symbol, ISIN or RIC. The results will be categorized according to asset classes.



- Click the 'Buy' button next to the instrument you wish to purchase.

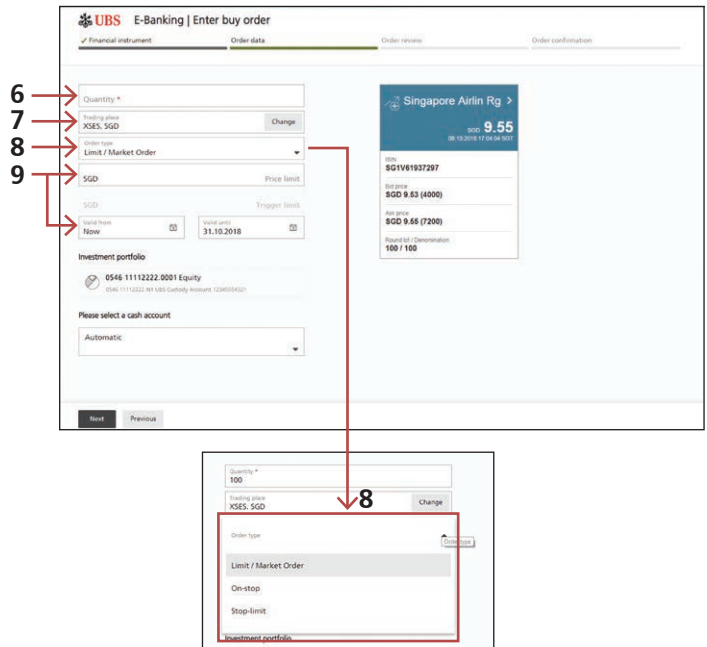


6. Next, enter the required quantity.

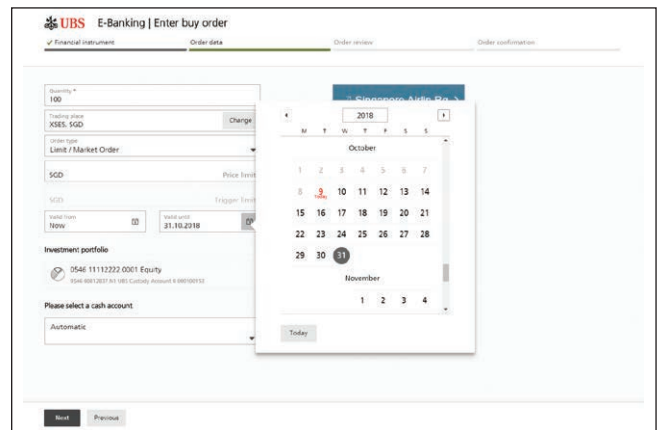
7. If the instrument is available on multiple exchanges, select the relevant trading place.

8. Click 'Order type' to set an on-stop order or other types of orders.

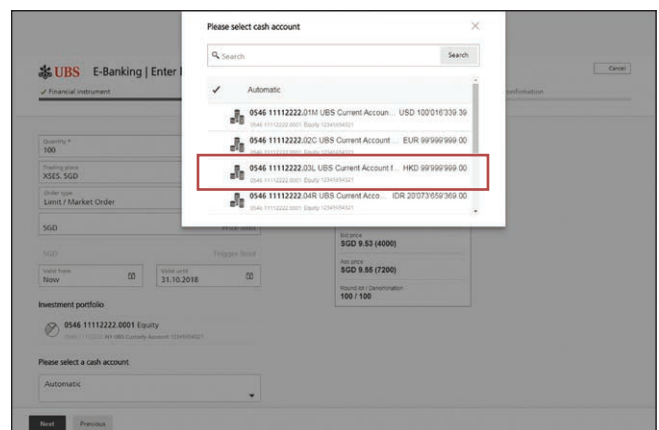
9. Set your desired price or trigger limit at which to execute the order.



10. Select the validity period of the trade.



11. Click the dropdown menu and select a cash account.



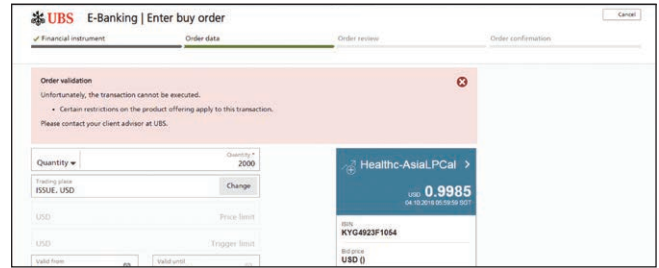
12. Click 'Next' to continue.



13. Before you can proceed, automatic pre-trade checks will be performed.

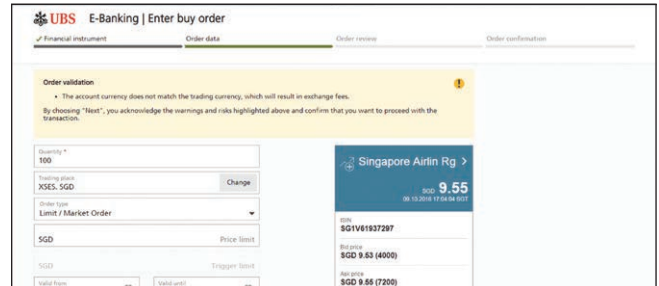
**Scenario 1: 'Hard block'**

If there's a hard block, your order cannot be processed because of an issue. Please contact your client advisor if you are unable to resolve the issue online.



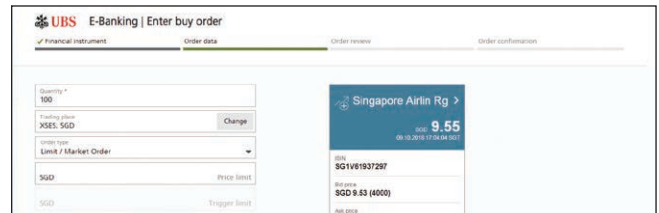
**Scenario 2: 'Soft block'**

If there's a soft block, a notification message will highlight the issues that require your attention. You may choose to proceed with the order (go to point 13) or go back to the previous screen (go to point 5).

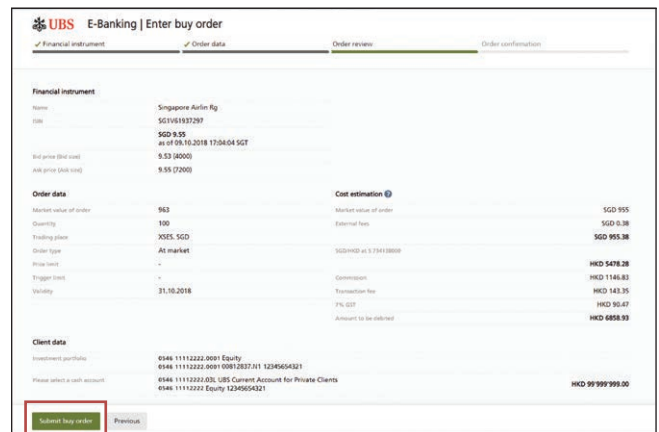


**Scenario 3: 'No block'**

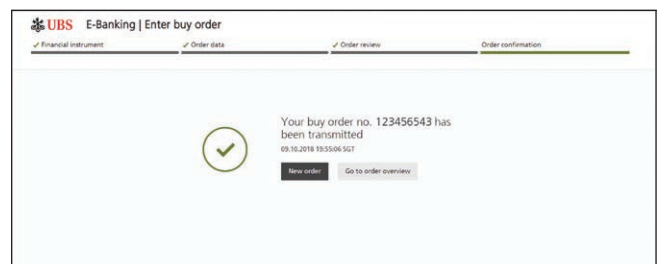
If there are no issues that require your attention, you may continue with the order.



14. After your order has been successfully validated, you can proceed to review and submit your order.



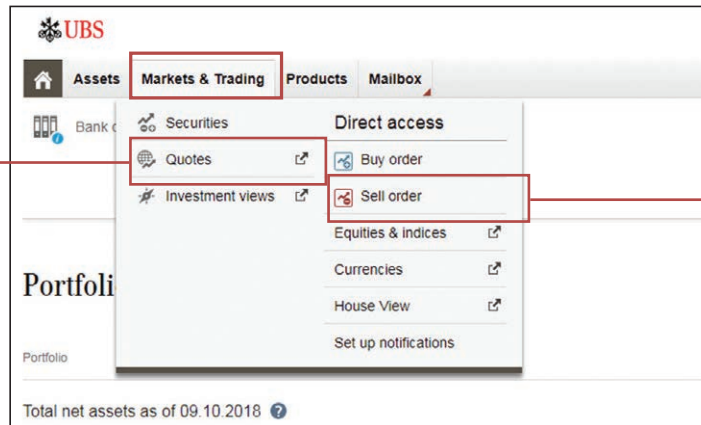
15. A unique order number will be generated once the submission is complete.



# Selling securities

1. Log in to UBS Digital Banking.

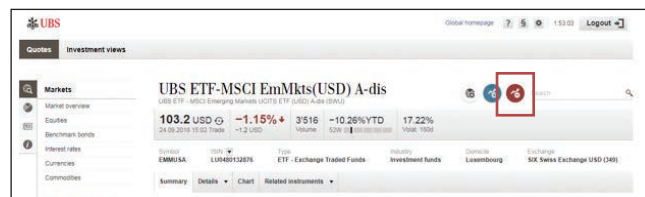
2. On the homepage, select 'Markets & Trading'. Choose 'Quotes' or a 'Sell order'.



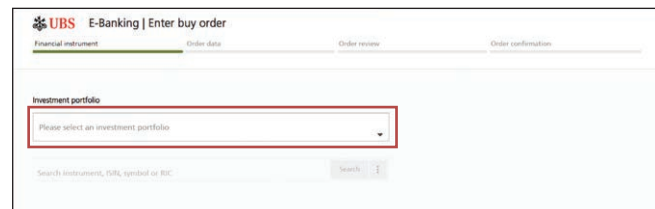
To search for a financial instrument on Quotes, click the search bar and enter its ISIN or RIC. The results will be categorized according to asset classes.



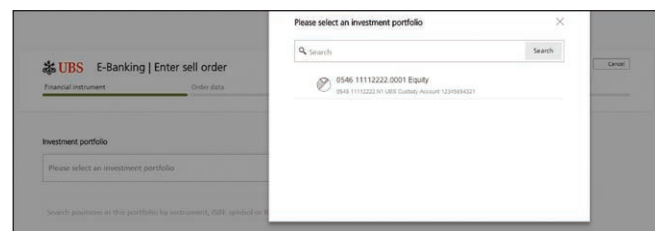
On the selected instrument page, click the sell icon.



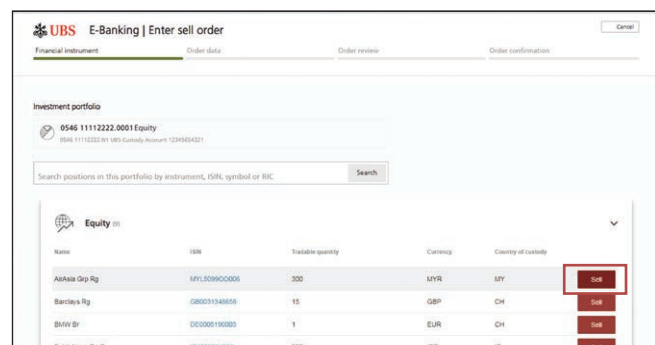
Click the dropdown menu.



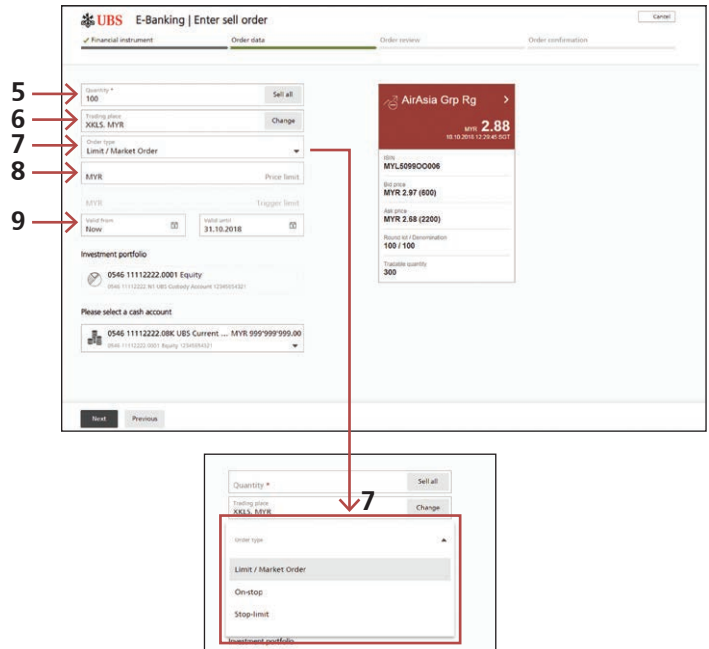
3. Choose the required custody account.



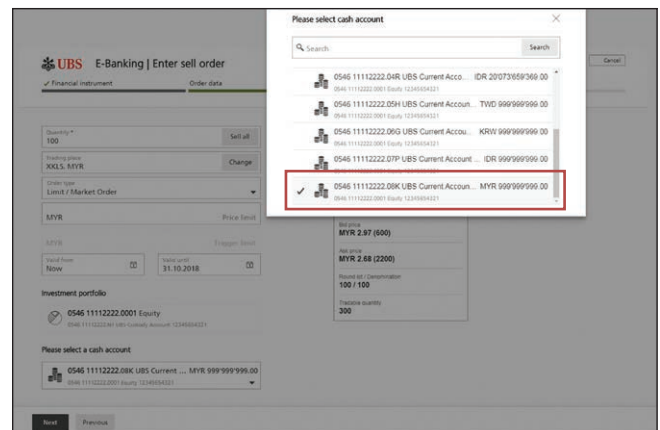
4. Click the 'Sell' button next to the instrument you wish to sell.



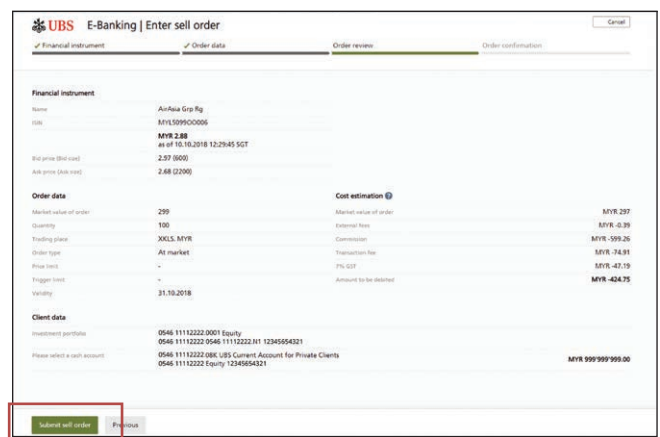
5. Next, enter the required quantity or select 'Sell all'.
6. If the instrument is available on multiple exchanges, select the relevant trading place.
7. Click 'Order type' to set a stop-loss order or other types of orders.
8. Set your desired price or trigger limit at which to execute the order.
9. Select the validity period of the trade.



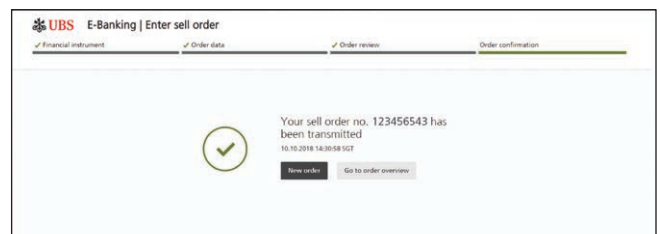
10. Click the dropdown menu and select a cash account.
11. Click 'Next' to continue.



12. To confirm your order, click 'Submit sell order'.



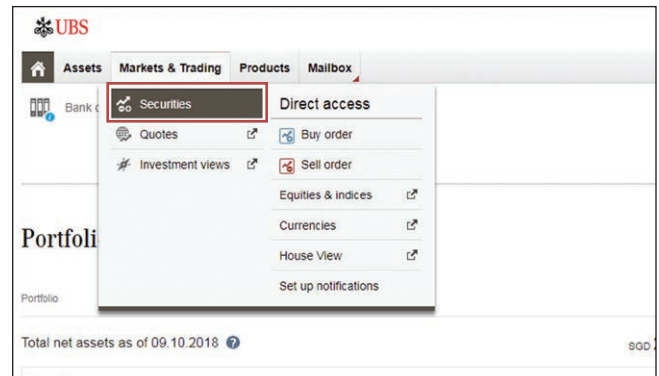
13. A unique order number will be generated once the submission is complete.



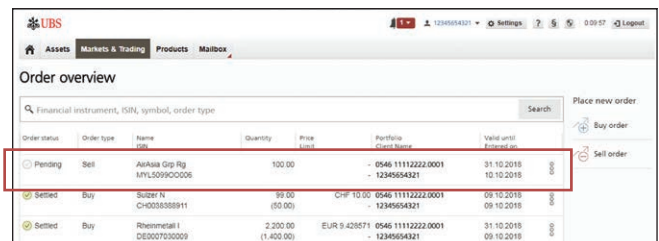
# Canceling pending orders

1. Log in to UBS Digital Banking.

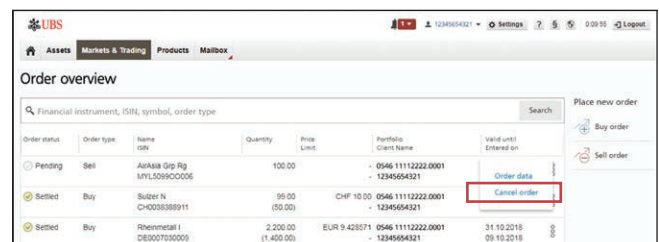
2. On the homepage, select 'Markets & Trading', followed by 'Securities'.



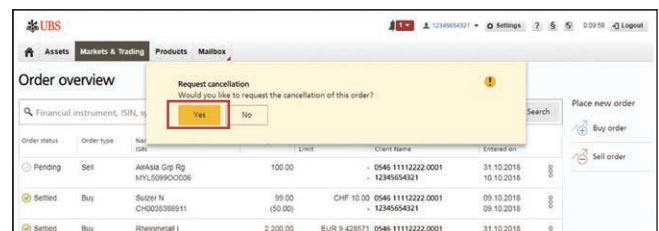
3. On the order overview page, select a pending order you wish to cancel.



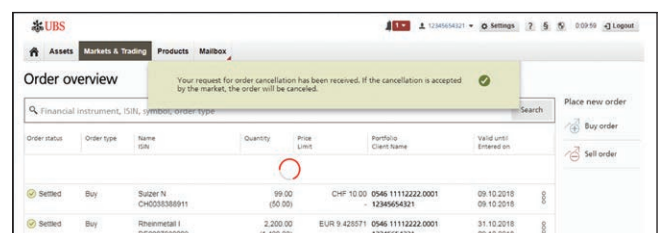
4. Click the end of the row to expand the menu and select 'Cancel order'.



5. A pop-up box will appear. Click 'Yes' to confirm your order cancellation request.



6. A message will be displayed to acknowledge your order cancellation request.



# Securities Trading Terminology

## **Market order**

A market order is a request to buy or sell a security at the best-available price in the current market. It guarantees an execution but not the exact price.

## **Limit order**

A limit order allows an order to be matched at a specified price. A buy limit order cannot be higher than the current price, whereas a sell limit order cannot be lower than the current price.

## **On-stop order**

An on-stop order is an order to buy a security when it reaches a certain price. This order guarantees a pre-determined price but not an execution.

## **Stop-loss order**

A stop-loss order is an order to sell a security when it reaches a certain price. This order guarantees a pre-determined price but not an execution.

## **Price information**

The price information displayed is the last-available stock exchange price. (For investment funds, it is the valuation price divided by the net asset value.) This data may be real-time, delayed, from the previous day, or even older in the case of rarely traded securities.

The time stamp next to the stock exchange price is the local time of the relevant trading place. Please note that the displayed currency may differ from the trading currency of the security.

## **Trading currency**

The trading currency for equities is usually determined by the relevant stock exchange. For bonds, it generally corresponds to the security's nominal currency. The trading currency on Securities Trading cannot be changed.

## **Trading place**

The trading country and trading place are displayed in this field. The suggested trading place is either determined by the system, or based on your selection from search results.

For buy orders, you can replace the suggested trading place with another one from the list. For sell orders, the trading place is determined by the position in your custody account and cannot be changed.

## **Trigger limit**

A trigger limit or stop limit is required for stop-limit orders, stop-loss orders, and on-stop orders. Trigger limits are always shown in the trading currency for equities, and as a percentage of the face value for bonds.

## For enquiries

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### **UBS Digital Banking hotline:**

Hong Kong: +852-2971 7111  
Singapore: +65-6495 8333

Monday to Friday: 7am - 4am  
Saturday: 9am - 5pm

**Website:** [ubs.com/wm-digital](https://ubs.com/wm-digital)  
**Email:** [sh-econtactasia@ubs.com](mailto:sh-econtactasia@ubs.com)