



**USER GUIDE**  
[www.ketrade.com.sg](http://www.ketrade.com.sg)

# TABLE OF CONTENTS

<b>01. Introduction</b> . . . . .	<b>01</b>
<b>02. Homepage at First Glance</b> . . . . .	<b>03</b>
<b>03. Login</b> . . . . .	<b>04</b>
03.1 After Login (Trading Page) . . . . .	<b>05</b>
<b>04. Quick Quotes</b> . . . . .	<b>06</b>
04.1 Quick Trade . . . . .	<b>07</b>
<b>05. 4Site</b> . . . . .	<b>08</b>
05.1. Edit Pagelet - Colours, Columns & Layout . . . . .	<b>10</b>
<b>06. Watchlist Pagelet</b> . . . . .	<b>13</b>
<b>07. Orders Pagelet</b> . . . . .	<b>18</b>
<b>08. Buy/Sell Pagelet</b> . . . . .	<b>28</b>
<b>09. Batch Order Pagelet</b> . . . . .	<b>31</b>
<b>10. Quotes Pagelet</b> . . . . .	<b>32</b>
<b>11. Account Management Pagelet</b> . . . . .	<b>33</b>
<b>12. Portfolio Management Pagelet</b> . . . . .	<b>37</b>
<b>13. Indices Pagelet</b> . . . . .	<b>44</b>
<b>14. Market Summary Pagelet</b> . . . . .	<b>45</b>
<b>15. Stock Alerts</b> . . . . .	<b>46</b>
<b>16. Personal Configuration</b> . . . . .	<b>47</b>
<b>17. News Pagelet</b> . . . . .	<b>51</b>
<b>18. Announcements Pagelet</b> . . . . .	<b>52</b>
<b>19. Other Useful Features</b> . . . . .	<b>53</b>

## Getting Started

Thank you for choosing to trade with our online trading platform, KE Trade ([www.ketrade.com.sg](http://www.ketrade.com.sg)), which offers a navigation-friendly electronic trading platform that allows investors to enjoy the many advantages of trading online.

Access the quick and convenient world of online trading through KE Trade and you will find all the support you need for effortless trading, with 24-hour access everyday, from the comfort of your home or even whilst overseas .

KE Trade offers its users peace of mind with reliable security features and instantaneous trade confirmations. Conceptualised to make online investing simple, KE Trade boasts a host of time-efficient, customisable features and tools to assist you in capitalising on market opportunities around the world.

## KE Trade provides access to the following key features:

- **Single User ID and password**  
Access, manage and trade with multiple trading accounts (cash and margin) without the need to remember multiple User IDs and passwords.
- **Trade in multiple markets around the world**  
Singapore (SGX), Hong Kong (HKEx), Malaysia (Bursa M'sia), United States (NYSE and Nasdaq) – with the added edge of having dynamic real-time quotes (selected markets only).
- **Customisable trading screen**  
Optimise market information to your trading style with our proprietary 4Site feature. It allows you to customize your trading screen with the type of market information and trade execution screens that you require.
- **Stock Alerts**  
Set stock alerts via SMS, email, or web alerts to monitor stock movements.
- **Reuters News**  
News updates from Reuters are made available at your fingertips to keep you updated on the latest happenings in the markets
- **Batch order**  
Speed up your order submission with the first-of-its-kind Batch Order function, allowing you to submit up to 5 buys and/or sells SGX orders at any one time.
- Manage your investment exposure with our Account Management function. You are able to view your daily trust account and custodian balances for cash accounts, as well as your stock holdings, account ledger and margin position summary for margin accounts. As an added service, the daily foreign exchange rates are also made available for you.

**KE Trade provides access to the following key features:** (continued)

- Enjoy better management of your portfolio by sorting your portfolio in various ways. You can sort your portfolio by the Name of stock and the Date of transaction for the Unrealised and Realised P/L sub-section. For the Portfolio Management sub-section, you can also choose to sort your stocks by Mode of Payment, Market and Action (Buy/Sell) in addition to Name of stock and Date of transaction. In addition, secondary sorting can also be done and the sorting result will be retained even after the pagelet is refreshed and you can export your Unrealised and Realised portfolio into MSEXcel.
- Other enhanced trading tools include – Intraday Charts (Page 54), Market Depth (Page 54), Time and Sales (Page 55), Trade Summary (Page 55) and Historical Charts (Refer to Historical Chart User Guide).

**Before attempting to login to our electronic trading platform, please take note of the following:**

## System Requirements:

The minimum recommended system requirements for trading on KE Trade are:

- Pentium III 500 MHz or above
- 64MB RAM or above
- SVGA monitor configured to 1024 \* 768 resolutions with 256 colors or more
- 56kbps modem or above
- Windows 98/ME/NT/2000/XP/Vista
- Internet Explorer 6.0 or 7.0 with Javascript enabled

The following software should be installed: -

- An Internet browser capable of supporting Java™ and Javascripts™ (Microsoft Internet Explorer® 5.5 and above)

As content on our website and system is constantly updated, we recommend that you adjust your browser cache settings to check for newer versions of stored pages upon every visit to a page.

For enquiries and online trading assistance, please contact our Customer Service at (65) 6231 6688 or email us at [helpdesk@kimeng.com](mailto:helpdesk@kimeng.com)