



Global Knowledge. Local Expertise

ONLINE OPEN-ENDED FUND TRADING GUIDE



TABLE OF CONTENT

01
02
03
04
05
06
07
08
09
10

OPEN ACCOUNT

LOGIN SYSTEM

FORGOT PASSWORD

CHANGE PASSWORD

PLACE/CANCEL/EDIT/SWITCH NORMAL ORDERS

PERIODIC INVESTMENT

OTP CONFIRMATION

ACCOUNT BALANCE

PORTFOLIO

CHANGE INFORMATION



OPEN ACCOUNT

01

Contact VCBF for more information:

Hanoi Head Office	HCM Branch
<p data-bbox="272 495 896 637">VCBF, Vietcombank Building, 15th Floor, 198 Tran Quang Khai, Hoan Kiem District, Hanoi.</p> <p data-bbox="432 685 732 714">T. (84-24) 39364540</p> <p data-bbox="452 757 712 786">E. info@vcbf.com</p>	<p data-bbox="996 495 1698 637">VCBF, Centec Building, 14th Floor, 72-74 Nguyen Thi Minh Khai, Vo Thi Sau Ward, District 3, HCMC.</p> <p data-bbox="1195 685 1495 714">T. (84-28) 38270750.</p> <p data-bbox="1215 757 1476 786">E. info@vcbf.com</p>



LOGIN SYSTEM

02

Step 1: Enter account: Registered trading code.

Step 2: Enter password: Sent via email/message.

Step 3: Enter Captcha: Case-sensitive.

Step 4: Click **LOGIN**.

The screenshot displays the LeT3 login interface, which is divided into three main sections: Guide, Login, and Support.

- Guide (Left Panel):** Contains a list of links for user assistance:
 - Guidelines
 - Online trading service agreement
 - Payment instruction for trading VCBF-OEFs
 - Schedule of transactions fees
- Login (Center Panel):** Features a central form with the following elements:
 - An "Account" input field with a person icon.
 - A "Password" input field with a lock icon.
 - A captcha area showing the text "LeT3" and an "Enter" input field.
 - A prominent green "Login" button.
- Support (Right Panel):** Provides links for account management:
 - Register account (with a person icon)
 - Confirm OTP for opening account (with a question mark icon)
 - Forgot password? (with a key icon)



FORGOT PASSWORD

03

Forgot password

Step 1: Click **Forgot password**.

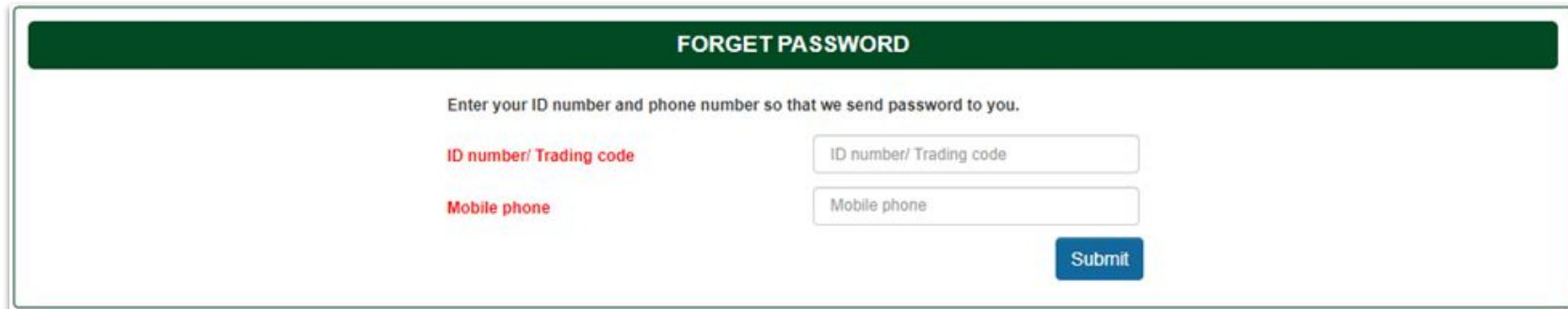


The screenshot shows the LeT3 login interface. On the left is a 'Guide' section with links for Guidelines, Online trading service agreement, Payment instruction for trading VCBF-OEFs, and Schedule of transactions fees. The central area contains an 'Account' field, a 'Password' field, the LeT3 logo, an 'Enter' button, and a green 'Login' button. On the right is a 'Support' section with links for Register account, Confirm OTP for opening account, and 'Forgot password?', which is highlighted with a red box.

Step 2: Enter Username: Registered trading code.

Step 3: Enter mobile phone: Registered phone number.

Step 4: Click **Submit**: *The new password is sent to the registered phone number and email.*



The 'FORGET PASSWORD' form is displayed within a dark green header. Below the header, the instruction reads: 'Enter your ID number and phone number so that we send password to you.' There are two input fields: 'ID number/ Trading code' and 'Mobile phone'. A blue 'Submit' button is located at the bottom right of the form.



CHANGE PASSWORD

04

Change password

Step 1: Once logged in, click **Welcome, Full Name**.

Step 2: Click **Change password**.

Step 3: Enter the information and click **Submit**.

Step 4: Click **LOGIN**.

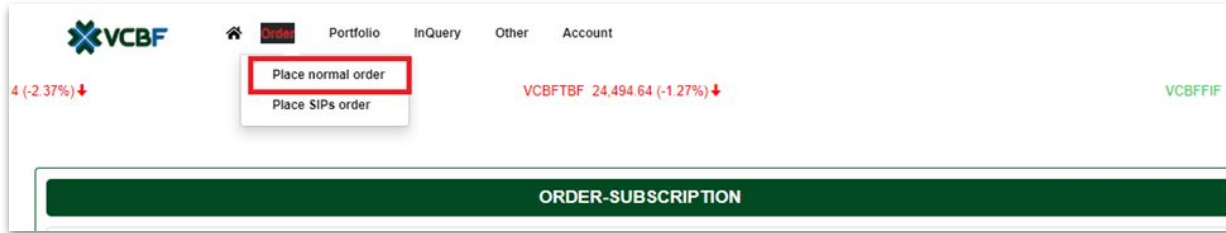
The screenshot shows a trading platform interface. At the top, there is a dark green header bar. On the left, it says "Trading account" followed by a white dropdown menu. In the center, there is a red circular profile icon followed by "Welcome," and another white dropdown menu. On the right, there are two flags: the flag of Vietnam and the flag of the United Kingdom. Below the header, a white dropdown menu is open, showing two options: "Change password" (with a person icon and a red border) and "Log out" (with a right-pointing arrow icon). Below the menu, there are two trading account balances: "VCBFTBF 25,042.84 (2.30%)↑" in green and "CBFFIF 12,281.84 (-)" in red.



**PLACE/CANCEL/EDIT/
SWITCH NORMAL
ORDERS**

05

Step 1: Click Order, click Place normal order.



Step 2: Choose Fund code (VCBFMGG/ VCBFBCF/ VCBFTBF/VCBFFIF).

→ **Amount:** Amount that investor want to invest (Minimum: 100,000 VND).

→ **SUBSCRIPTION.**

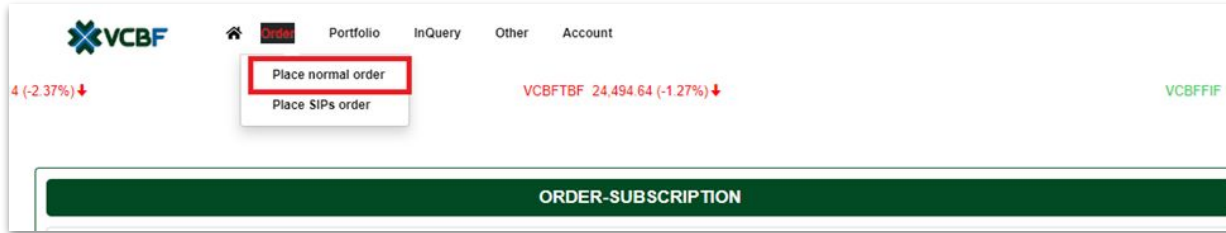
The screenshot shows the 'ORDER-SUBSCRIPTION' form. The form has a dark green header with the text 'ORDER-SUBSCRIPTION'. Below the header, there are several fields and buttons:

- Trading account:** A dropdown menu with the value '979C00'.
- Order type:** A dropdown menu with the value 'Buy'.
- Fund code:** A dropdown menu with the placeholder text 'Enter Fund code...'.
- Amount:** A text input field with the value '0'.
- Money left:** A text input field with the value '0'.

At the bottom of the form, there are two buttons: 'SUBSCRIPTION' and 'REFRESH'.

Step 3: Enter OTP from email/sms, Click Accept.

Step 1: Click Order, click Place normal order.



Step 2: Choose Order type: Sell.

- Fund code (VCBFMGF/ VCBFBCF/ VCBFTBF/VCBFFIF).
- Quantity.
- REDEMPTION.

The screenshot shows the 'ORDER-REDEMPTION' form. The form has a green header with the text 'ORDER-REDEMPTION'. Below the header, there are several fields and buttons:

- Trading account:** A dropdown menu with the value '979C0C' selected.
- Order type:** A dropdown menu with the value 'Sell' selected.
- Fund code:** A dropdown menu with the placeholder text 'Enter Fund code..'. The dropdown is currently closed.
- Available:** A text input field with the value '0'.
- Quantity:** A text input field with the value '0'.
- Buttons:** Two buttons are located at the bottom of the form: 'REDEMPTION' and 'REFRESH'.

Step 3: Enter OTP from email/sms, Click Accept.

Step 1: Click Order, click Place normal order.


Step 2: Press the  symbol.

Order book		Fund code portfolio						
	Fund code	Order type	Amount / Quantity	Matched quantity	Status	Order date	Trans. date	Order time
 	VCBFTBF	MUA	100,000	0	Chờ đối chiếu	31/01/2023	02/02/2023	14:52:50

Step 3: Enter the value to correct and click **UPDATE**.

ORDER-SUBSCRIPTION

Trading account	979C00	
Order type	Buy	
Fund code	VCBFTBF	
Amount	100,000	
Money left	0	



UPDATE
REFRESH

Full name

ID No.

Issued date

Fund information: VCB

Trans. date

Closed order book time




NAV of last session

Count-down :

Cancel a normal order

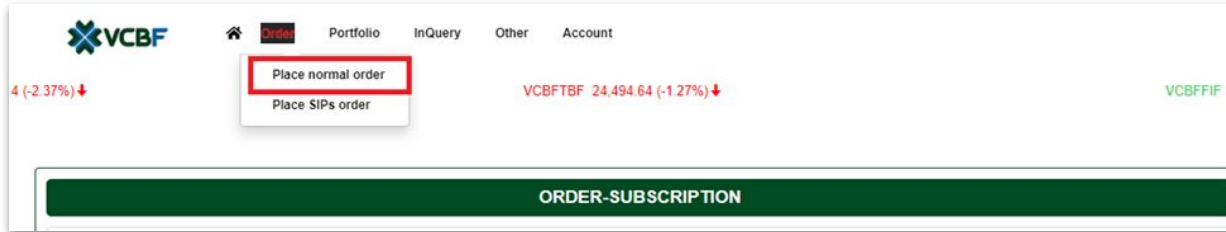
Step 1: Click Order, click Place normal order.

Step 2: Press the **X** symbol.

	Fund code	Order type	Amount / Quantity	Matched quantity	Status	Order date	Trans. date	Order time
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 	VCBFTBF	MUA	100,000	0	Chờ đối chiếu	31/01/2023	02/02/2023	14:52:50

Step 3: Click YES to cancel order.

Step 1: Click Order, click Place normal order.



Step 2: Choose Order type: Swap.

- Fund code (VCBFMGF/ VCBFBCF/ VCBFTBF/VCBFFIF).
- Swit. fund Code (VCBFMGF/ VCBFBCF/ VCBFTBF/VCBFFIF).
- Quantity: Quantity that investor want to swap.
- SWITCH.

The screenshot shows the 'ORDER-SWITCH' form. The form has a dark green header with the text 'ORDER-SWITCH'. Below the header, there are several fields and buttons. On the left side, there are fields for 'Trading account' (979C00), 'Order type' (Swap), 'Fund code' (Enter Fund code..), 'Swit. fund code' (Enter Fund code..), 'Avail. balance for switching' (0), and 'Quantity' (0). At the bottom of the form, there are two buttons: 'SWITCH' and 'REFRESH'. On the right side, there is a sidebar with the following information: 'Full name', 'ID No.', 'Issued date', 'Fund information: Trans. date', 'Closed order book time', 'NAV of last session', 'Count-down :', 'Fund information: Trans. date', and 'Closed order book time'.

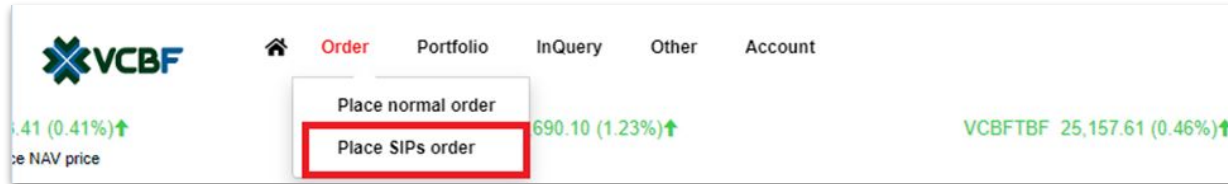
Step 3: Enter OTP from email/sms, Click Accept.



PERIODIC INVESTMENT

06

Step 1: Click Order, click Place SIPs order.



Step 2: Choose Order type: Buy.

- Fund code (VCBFMGF/ VCBFBCF/ VCBFTBF/VCBFFIF).
- Product Type: Flexible SIP.
- SUBSCRIPTION.

The screenshot shows the 'PERIODIC INVESTMENT' form. The form has a dark green header with the text 'PERIODIC INVESTMENT'. Below the header, there are several input fields and buttons. The fields are: 'Trading account' with a dropdown menu showing '979C001874'; 'Order type' with a dropdown menu showing 'Buy'; 'Fund code' with a dropdown menu showing 'Enter Fund code...'; 'Product type' with a dropdown menu showing 'Flexible sip'; and 'Amount left' with a text input field showing '0'. At the bottom of the form, there are two buttons: 'SUBSCRIPTION' and 'REFRESH'.

Step 3: Enter OTP from email/sms, Click Accept.

Step 1: Click Order, click Place SIPs order.



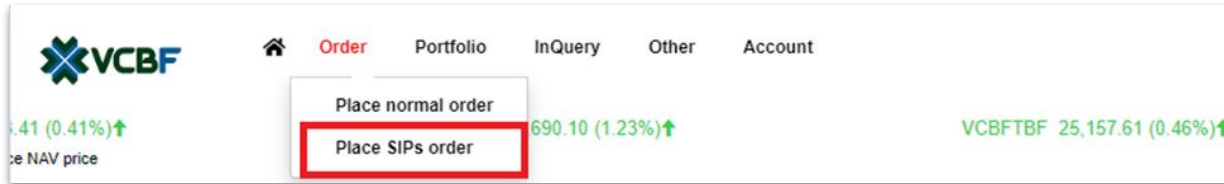
Step 2: Choose Order type: Sell.

- Fund code (VCBFMGF/ VCBFBCF/ VCBFTBF/VCBFFIF).
- Product Type: Flexible SIP/ Fixed SIP/ Old Fixed SIP.
- Quantity.
- REDEMPTION.

PERIODIC INVESTMENT	
Trading account	979C0C
Order type	Sell
Fund code	
Product type	Flexible sip
SIP avail. balance	0
Quantity	0
<input type="button" value="REDEMPTION"/> <input type="button" value="REFRESH"/>	

Step 3: Enter OTP from email/sms, Click Accept.

Step 1: Click Order, click Place SIPs order.



Step 2: Choose Order type: Swap.

- Fund code (VCBFMGF/ VCBFBCF/ VCBFTBF/VCBFFIF).
- Product Type: Flexible SIP/ Fixed SIP/ Old Fixed SIP.
- Swit.fund code (VCBFMGF/ VCBFBCF/ VCBFTBF/VCBFFIF).
- Quantity.
- SWITCH.

The screenshot shows the 'PERIODIC INVESTMENT' form. The form is titled 'PERIODIC INVESTMENT' and contains several input fields: Trading account (979C00), Order type (Swap), Fund code (empty), Product type (Flexible sip), Swit. fund code (empty), SIP avail. balance (0), and Quantity (0). There are 'SWITCH' and 'REFRESH' buttons at the bottom.

Step 3: Enter OTP from email/sms, Click Accept.



OTP CONFIRMATION

07

Step 1: Click Order, click OTP confirmation.

VCBF

Order Portfolio InQuery **Other** Account

Register broker
OTP confirmation
 Orders confirm

VCBFTBF 25,157.61 (0.46%)↑

Step 2: Click Submit, Enter OTP, Click Accept.

LIST OF ORDERS HAVE NOT CONFIRMED OTP

Export

	Order ID	Fund code	Order type	Loại sản phẩm	Amount / Quantity	Swit. fund code	User	Order date
Submit	REQ20230201124353	VCBFTBF	MUA	Normal order	1,000,000		USERONLINE	01/02/2023



ACCOUNT BALANCE

80

Click InQuery, Click Query balance and fund code.

The screenshot shows the VCBF website navigation menu. The 'InQuery' menu item is highlighted with a red box. A dropdown menu is open under 'InQuery', and the 'Query balance and fund code' option is also highlighted with a red box. Other menu items include 'Order', 'Portfolio', 'Other', and 'Account'. The page also displays the VCBF logo, a home icon, and some fund-related information like 'NAV price' and 'VCBFTBF'.



PORTFOLIO

60

Click Portfolio.

The screenshot shows a navigation bar with the following elements from left to right: the VCBF logo (a blue asterisk-like symbol followed by the text 'VCBF'), a home icon, the text 'Order', the text 'Portfolio' (which is highlighted with a red rectangular border), the text 'InQuery', the text 'Other', and the text 'Account'. Below the navigation bar, there is a summary of portfolio holdings. On the left, it shows '1 (0.41%)↑' in green, with 'NAV price' written below it. In the center, it shows 'VCBFMGF 8,690.10 (1.23%)↑' in green. On the right, it shows 'VCBFTBI' in green.

Item	Value	Change
NAV price	1	(0.41%)↑
VCBFMGF	8,690.10	(1.23%)↑
VCBFTBI		

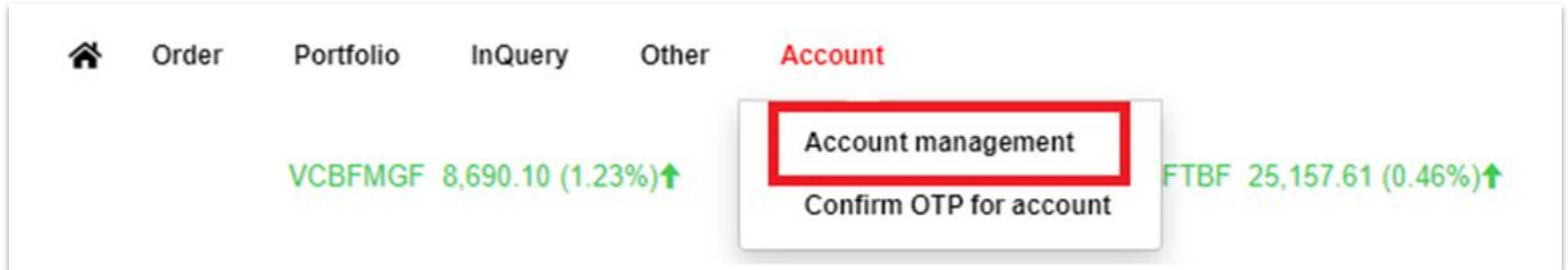
|| >



CHANGE INFORMATION

10

Step 1: Click Account, Click Account management.



Step 2: Fill information, Click Next.

Step 3: Download [Change of investor registration details](#), sign and send original copy with a photocopy passport to VCBF.

CONTACT US

Hanoi Head Office

VCBF, Vietcombank Building, 15th Floor,
198 Tran Quang Khai, Hoan Kiem District,
Hanoi
T. (84-24) 39364540.

HCM Branch

VCBF, Centec Building, 14th Floor
72-74 Nguyen Thi Minh Khai, Vo Thi Sau
Ward, District 3, HCMC.
T. (84-28) 38270750.

