

## How to Place An Order

For detailed instructions about how to get quotes, how to view your open/executed/cancelled orders, and how to view your positions/history please choose "Help" from the bottom of the navigation bar after you login your account.

### 1. How to place an order to buy stocks

The screenshot shows the BB&R trading platform interface. The browser window title is "买卖盘输入系统 - Microsoft Internet Explorer". The address bar shows "https://trading.fast-trade.com/buckman/stockorder.do". The page header includes the BB&R logo and "BUCKMAN, BUCKMAN & REID, INC.". The main content area is titled "股票订单" (Stock Order) and includes a sidebar with navigation options like "投资者" (Investor), "交易" (Trade), and "市场" (Market). The order form is divided into several sections: "下单" (Order Type) with a dropdown set to "买入" (Buy); "订单数额" (Order Quantity) with a text input field containing "1000"; "代码" (Symbol) with a text input field containing "EFTB" and a dropdown for "United States"; "价格" (Price) with radio buttons for "市场" (Market), "限制" (Limit), "止损" (Stop Loss), and "止损限制" (Stop Loss Limit), and a "止限价" (Limit Price) field containing "4.00"; "期限" (Duration) with a dropdown set to "必须手动取消" (Must be manually cancelled); "委托订购单" (Order Type) with a dropdown set to "无" (None); "应用税金" (Apply Tax) with a dropdown set to "先进" (Advanced); and "交易密码" (Trading Password) with a text input field and a "不要预览" (Do not preview) checkbox. The bottom of the page shows the Windows taskbar with the start button and several open applications.

- Order: please select "Buy"
- Quantity: please enter the number of shares you want to buy
  - For example, if you want to buy 1000 shares, please enter "1000"
- Symbol: please enter the symbol of the stock you want to buy
  - For example, if you want to buy stocks of Eft Biotech Holdings Inc., please enter "EFTB".
- Price:
  - If you want to buy stocks at the current market price, please select "market"
  - If you want to buy stocks at a specific price, please select "limit"
- Limit Price: If you select "Limit" as Price, please specify a price:
  - For example, if you want to buy EFTB at a price no more than 4 dollars/share, please enter "4.00"

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- f. Stop Price: Please refer to Order Instruction Book for more details.
- g. Duration:
  - i. If you only want the order to be active during the day you enter it, please select "Day Only":  
This type of order is only active during the day you enter it. And if the order is not executed that day, it would automatically be cancelled when the market close at 4:00pm US Eastern Standard Time.
  - ii. If you want the order to be active until you cancel it, please select "GTC"  
This type of order remains active until it is executed or you cancel it. GTC orders may remain in effect for days, weeks or months. If the order is not executed it will expire after 90 days.
- h. Qualifiers: Please refer to Order Instruction Book for more details.
- i. Apply to Lots: Not applicable so you don't need change the default choice
- j. Please enter your trading password, then click "Preview Order". You will see the following page
  - i. Your trading password is defaulted as your login password until you change it separately in "User Settings"

The screenshot shows a Microsoft Internet Explorer browser window displaying the trading platform for BB&R. The address bar shows the URL: https://trading.fast-trade.com/buckman/stockorder.do. The page content includes a navigation menu on the left, account details, and a transaction table.

交易	数量	股票代码和公司名称	价格	期限
买入	1,000	EFTB (US) Eft Biotech Holdings Inc. Est. 手续费 (US\$)	4.00000	必须手动取消
定期	下午01时26分38秒 EDT	\$19.99	Est. 总买卖盘 (US\$)	\$4,019.99

  

最后成交价:	3.8000	买方叫价:	0.0000	卖方索价:	0.0000
涨跌:	+0.2500	当日's 最高价:	3.8000	当日's 最低价:	3.5500
交易量:	580	开盘价:	3.5500	前一天收盘价:	3.5500

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- k. Please make sure that all information of the order is correct then, then click “Place Order.”
  - i. If any information is NOT correct, then please click “Cancel Order”



## 2. How to place an order to sell stocks

- a. Order: please select “Sell”
- b. Quantity: please enter the number of shares you want to sell
  - i. For example, if you want to sell 1000 shares, please enter “1000”
- c. Symbol: please enter the symbol of the stock you want to sell
  - i. For example, if you want to sell stocks of Eft Biotech Holdings Inc., please enter “EFTB”.
- d. Price:
  - i. If you want to buy stocks at the current market price, please select “market”
  - ii. If you want to buy stocks at a specific price, please select “limit”
- e. Limit Price: If you select “Limit” as Price, please specify a price:
  - i. For example, if you want to sell EFTB at a price no less than 5 dollars/share, please enter “5.00”
- f. Stop Price: please refer to Order Instruction Book for more details.

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g. Duration:

- i. If you only want the order to be active during the day (9:30am-4pm US EST) you enter it, please select "Day Only":

This type of order is only active during the day you enter it. And if the order is not executed that day, it would automatically be cancelled when the market close at 4pm US Eastern Standard Time. Any order that entered during 4pm to 12am of the day will never be active.

- ii. If you want the order to be active until you cancel it, please select "GTC"

This type of order remains active until it is executed or you cancel it. GTC orders may remain in effect for days, weeks or months. If the order is not executed it will expire after 90 days.

h. Qualifiers: Please refer to Order Instruction Book for more details.

- i. Apply to Lots: Not applicable so you don't need change the default choice

- j. Please enter your trading password, then click "Preview Order". You will see the following page

- i. Your trading password is defaulted as your login password until you change it separately in "User Settings"

The screenshot shows the BB&R trading platform interface. The browser window title is "交易回顾 - Microsoft Internet Explorer". The address bar shows the URL "https://trading.fast-trade.com/buckman/stockorder.do". The page content includes a navigation menu on the left with options like "投资者", "交易", and "市场". The main content area displays account details for "H BUCKMAN INDIVIDUAL (74701034)" and a trade order for "Eft Biotech Holdings Inc." with a quantity of 1,000 shares at a price of 5.00000. The order is set to "Day Only" and "GTC". The page also displays market data for EFTB (US) including bid/ask prices and volume.

交易	数量	股票代码和公司名称	价格	期限
卖出	1,000	EFTB (US) Eft Biotech Holdings Inc.	5.00000	必须手动取消
定期		Est. 手续费 (US\$)	Est. 总买卖盘 (US\$)	
下午01时29分41秒 EDT		\$19.99	\$4,980.01	

  

最后成交价:	3.8000	买方叫价:	0.0000	卖方报价:	0.0000
涨跌:	+0.2500	当日's 最高价:	3.8000	当日's 最低价:	3.5500
交易量:	580	开盘价:	3.5500	前一天收盘价:	3.5500

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- k. Please make sure that all information of the order is correct then, then click "Place Order."
  - i. If any information is NOT correct, then please click "Cancel Order"
  
3. How is an order executed?
  - a. If an order is placed when the market is open, it will be sent to the market immediately; if an order is placed when the market is closed, it will be sent to the market when the market opens.
  - b. An open order has its trading priority according to the time it is sent to the market.
  - c. If the market price reaches the limit price or stop price of your order, there is still some chance that your order will not be executed. Because maybe there are open orders on the market, with the same limit price or stop price, which are sent to the market earlier than yours.
  - d. If you don't select "All or None," the order maybe executed at multiple different times. For example, you placed an order as follows: buy 5000 shares of EFTB, limit price \$4.00. Because at that time there may not be enough shares to sell below or at \$4:00, the order could be executed at two (or even more) different times, 2500 shares for each.
  - e. By entering "all or none" an order may not be executed at all even if its limit would make it an otherwise marketable order and such orders have no standing on the book.
  - f. If you order is executed at multiple times, the commission will be charged according to the following rule:
    - i. If the order is executed at multiple times, but all within one day, then the total commission is calculated as one trade.
    - ii. If the order is executed at multiple times on different days, then the total commission is the number of days on which the order is partly executed: Example, an order to sell 5000 shares of EFTB, limit price 5.00. The Order was executed at 4 different times: two trades of 1250 at the first day, one trade of 1000 at the second day, one trade of 1500 at the third day. Then the total commission is calculated as three different trades.