POEMS 2.0
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GETTING STARTED
Logging in to POEMS 2.0

Step 1: Type in URL https://www.poems.com.sg

Step 2: For www.poems.com.sg key in login details at the top right corner.
For p2.poems.com.sg key in login details in the fields provided.

COMPATIBILITY CHECK
A Compatibility Check helps to identify what should be enabled in the user’s system in order to maximize the performance of POEMS 2.0.

On p2.poems.com.sg click Browser Compatibility to do a compatibility check on your system.

Compatibility Check
- Browser Check: This browser is supported for using POEMS 2.0.
- Cookies Check: Cookies are enabled. POEMS 2.0 uses a cookie to keep track of your current session. You must have cookies enabled so we can maintain your current state as you navigate through the system.
- Javascript Check: Javascript is enabled. Almost all the widgets in POEMS 2.0 relies on Javascript for the ability to generate interactive web pages. Javascript would need to be enabled.
- Java Check: Java is disabled. Enable cookies in Google Chrome: (Click here for more information)
  - Focus at url bar
  - Type ‘chrome://plugins/’
  - Find ‘Java’
  - Click Enable
  - Refresh the page
GETTING STARTED

Import your Watchlist from Classic POEMS
(For existing POEMS clients. For new clients, refer to page 7 to learn how to build your Watchlist)

Step 1: In the Trade (LP2) tab, click on Watchlist sub-tab, click on the dropdown list and select Import Watchlist

Step 2: Drag and drop counters/watchlists from the Left column (POEMS Classic) and into the space in the Right column (POEMS 2.0)

To build your Watchlist in POEMS 2.0, go to page 7

Note: POEMS 2.0 watchlist is synchronized with your POEMS Mobile 2.0. Editing your watchlist in POEMS 2.0 will affect your POEMS Mobile 2.0 watchlist and vice versa.
GETTING STARTED

Overview

1. Main navigation bar
2. Add a new tab (workspace)
3. Search for instrument
4. Advanced Search
5. Alerts
6. Settings
7. Log out
8. View Price
9. Order Status
10. Trade
11. News
HOW TO MONITOR THE MARKET

Prices (LP1) | Watchlists | Chart Live | Market Depth | Time and Sales | Trade Summary | News & Research | Stock Analytics

Prices (LP1)
View real-time/delayed price data for all counters on Top 30 lists of Watchlists

- a. Select Product Type
- b. Select Exchange
- c. Toggle between Streaming and Static prices
- d. View Top 30 Volume, Gainers and Losers
- e. Select from list of main sectors
- f. A-Z dropdown list to display counters alphabetically
- g. Go to Global Watchlist
- h. Click on individual column headers to sort by column
- i. Search for counter to be added to Watchlist
- j. Advanced search function
- k. Click on icon to view counter’s trading info
- l. Right-click for dropdown menu for specific counter
Watchlists (Adding Counters)
Three methods to add counters to your Watchlists

METHOD 1: Right-click on counter
Step 1: Right-click on counter in Prices (LP1) or Trade (LP2) to display sub menu
Step 2: Go to ‘Add To’ and select the Watchlist you wish to add to

METHOD 2: Hover and click on +WATCHLIST
Step 1: Move your mouse over the counter
Step 2: Click on the +WATCHLIST button and select the Watchlist you wish to add to
HOW TO MONITOR THE MARKET

Watchlists (Adding Counters)

Three methods to add counters to your Watchlists

METHOD 3: Using the Basic Search or Advanced Search Function

Step 1: Go to Watchlist sub-tab in Prices (LP1) or Trade (LP2)

Step 2: Use the Basic Search or Advanced Search to search for your counter - a list of suggested counters will be shown

Step 3: Click on the counter to add it to your selected Watchlist

- Select/Deselect Product Type
- Select/Deselect Exchange
- Search for counter by name or symbol
- Select/Deselect all counters displayed below
- Select/Deselect individual counters
- Display up to 30 counters per page
- Search results
- Choose Watchlist to add to
- Click to add counter(s) to selected Watchlist
HOW TO MONITOR THE MARKET

Watchlists (Customise)
Rearrange and customize columns

WHERE ARE MY RECENTLY ADDED COUNTERS?
By default, the new counter added to your Watchlist will be displayed at the last row
Click and drag the counter row to rearrange the order

ADD/REMOVE COLUMNS
Right-click on column header for sub-menu to edit columns

REARRANGE COLUMNS
Click and drag column to rearrange order

CHANGE WATCHLIST DISPLAY
Switch to Panel View
HOW TO MONITOR THE MARKET

Prices (LP1) | Watchlists | Chart Live | Market Depth | Time and Sales | Trade Summary | News & Research | Stock Analytics

Chart Live
Real-time streaming charts, customizable settings and technical indicators

1. Change cycle
2. Change time period
3. Add indicators
4. Chart settings
5. Search for counter by name or symbol
6. Select counter after adding from search function
7. Counter name and details
8. Drawing tools
9. Right-click for chart display settings
10. Indicators display
11. Timeline navigator
12. Export / print chart image
HOW TO MONITOR THE MARKET

Market Depth
View a total list of the available SGX and HKEx buy/sell prices in the queue

OPEN MARKET DEPTH WINDOW

Step 1: Right-click on the specific counter in Prices (LP1) or Trade (LP2) to display submenu

Step 2: Select Market Depth or Show All to bring up the Market Depth window or the selected counter

SUBSCRIBE TO MARKET DEPTH

Step 1: In the Rewards tab, click on the ‘New Rewards Subscription’ tab

Step 2: Subscribe to ‘Hong Kong Stock Exchange Live Prices’ for HKEx market depth or ‘SGX Market Depth Access - 20Q (Per Month)’ for SGX market depth

*Note: Enhanced Market Depth is currently only available for SGX

Note: for more info on redeeming Rewards items, refer to page 21
**How To Monitor The Market**

**Prices (LP1) | Watchlists | Chart Live | Market Depth | Time and Sales | Trade Summary | News & Research | Stock Analytics**

### Time and Sales

View time and sales data of specific counters

- a. Search for any counter to bring up its Time and Sales
- b. Selected counter’s daily trade summary / information
- c. Open new trade window

### Trade Summary

This summary shows the stock movement in terms of volume traded at different price levels

- a. Search for any SGX counter to bring up its Trade Summary
- b. Counter’s Trade Statistics
- c. Open new trade window
- d. Show Trade Distribution Chart
HOW TO MONITOR THE MARKET

Prices (LP1) | Watchlists | Chart Live | Market Depth | Time and Sales | Trade Summary | News & Research | Stock Analytics

News & Research
Stay up to date with news aggregated from various news sources and research reports by our in-house experts

NEWS (POWERED BY FACTIVA)
Search/filter counter specific news by country or industry. News includes equity, economic and dividend news, analyst rating and hot stocks.

RESEARCH REPORTS
Displays the research coverage for Singapore, Hong Kong, Thailand, US and Rest of World
Stock Analytics

Philipp Stock Analytics gives you insights to listed companies' fundamental, valuations and operating performance.

» Essential Stock Fundamentals
» Business Summary
» Summarised Financial Data
» Updated News Headlines from Dow Jones
» Links to Financial Statements/Investors Relations
» Technical analysis charting from Recognia

Singapore Exchange Limited

Company Profile:
- Corporate History/Profile
- Employment Opportunities
- Executives
- Financial Information
- Home Page
- Investor Relations
- News Releases
- Products/Services
- Technical analysis charting from Recognia

Basic Stock Information

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Capitalization (SGD m)</td>
<td>7,760.12</td>
</tr>
<tr>
<td>Popular Share Outstanding (m)</td>
<td>1,724.14</td>
</tr>
<tr>
<td>12 Week High (SGD)</td>
<td>6.2722</td>
</tr>
<tr>
<td>12 Week Low (SGD)</td>
<td>4.3222</td>
</tr>
<tr>
<td>12 Week Return (%)</td>
<td>2.13%</td>
</tr>
<tr>
<td>Average Volume (%)</td>
<td>0.6%</td>
</tr>
<tr>
<td>Beta</td>
<td>1.70</td>
</tr>
<tr>
<td>Financial strength</td>
<td></td>
</tr>
<tr>
<td>Current Ratio</td>
<td>1.70</td>
</tr>
<tr>
<td>Quick Ratio</td>
<td></td>
</tr>
<tr>
<td>Debt to Equity (%)</td>
<td></td>
</tr>
<tr>
<td>Total Debt to Equity (%)</td>
<td></td>
</tr>
<tr>
<td>Interest Coverage Ratio (TTM)</td>
<td>106.77</td>
</tr>
<tr>
<td>Free Cash Flow to P/E (SGD m)</td>
<td>205.24</td>
</tr>
</tbody>
</table>

Financial Summary:
For the six months ended 31 December 2018, Singapore Exchange Limited revenues increased 6% to SGD433.3m. Net income increased 5% to SGD107.6m. Revenues reflect Derivatives business growth, market share growth and increased market activity. The ordinary share price has fluctuated during the period, with share price ranging from SGD4.32 to SGD6.27.
**How to Trade**

**Trade (LP2)**

View live prices, trade and check order status in this tab.

---

**View Price**
Monitor your Watchlists with real-time prices. Right-click on specific counters for more actions.

**Order Status**
Check the status of submitted orders.

**Trade (LP2)**

<table>
<thead>
<tr>
<th>Submitting a Trade</th>
<th>Order Status</th>
<th>Product and Order Types</th>
<th>Recurring Order Type</th>
</tr>
</thead>
</table>

---

**Trade**

View counter details, trading limit and submit trades.

**News**

Search/filter counter specific news by country or industry.

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**Promotions**

- [LG20 Offer](https://www.lg.com/us/promotions/lg20-offer) 25% off on selected products
- [Nextgen Offer](https://www.nextgen.com/offer) 10% off on select items
HOW TO TRADE

Trade (LP2) | Submitting a Trade | Order Status | Product and Order Types | Recurring Order Type

Submitting a Trade
There are 2 methods to submit a trade in POEMS 2.0

METHOD 1: Using Trade (LP2) tab

Step 1: Click once on specific counter in the View Price widget. The selected counter’s last done price will show in the Trade widget on the right.

Step 2: The Limit Price and Total Quantity* can be selected from the drop-down menu or through manual input. The Gross Value is calculated based on the selection.

Step 3: After selecting the Trade Action [BUY or SELL or SHORT SELL (SGX only)], enter in the password in the password field and click on the BUY/SELL/SHORT SELL button.

Step 4: On the next screen, click SUBMIT and the order will be submitted.

METHOD 2: Right click on counter

Step 1: Right click on counter throughout the platform to bring up the sub menu

Step 2: In the sub menu, select Trade <counter name> to open a new Trade widget

*The figures in Quantity menu will remember the previous quantity keyed in for the same counter for convenience purposes. It does not reflect the amount you actually hold.
HOW TO TRADE
Trade (LP2) | Submitting a Trade | Order Status | Product and Order Types | Recurring Order Type

Submitting a Trade
Trade widget explained

a. Product type selected
b. Details of selected counter
c. Select order type (differs with product/market)
d. Select trade action
e. Set price through manual input
f. Set total quantity through manual input
g. Check to activate Force Key
h. Gross value based on price and quantity
i. Select Trade Type (for SGX only): Cash, CPF or SRS
j. Settlement Currency of current order
k. Select Validity of current order (Good-Till-Date order up till 30 days)
l. Key in Password
m. Current Available Cash, Buy/Sell Limit
n. Search for counter by name or symbol

After clicking on BUY or SELL or SHORT SELL, this confirmation window will appear.

o. Double check your order submission details here.
p. Click SUBMIT to proceed or < Back to return to previous menu.
HOW TO TRADE
Trade (LP2) | Submitting a Trade | Order Status | Product and Order Types | Recurring Order Type

Submitting a Trade
After submitting a trade

ORDER ALERTS
After every order submission, an order alert will pop up at the bottom right-hand corner to notify you that the order has been received. Same applies for order withdrawals and amendments.

Change alert settings in the Alert Settings menu.

Your alerts can also appear in the Alerts menu on the top right-hand corner. Click the button to see the dropdown list of Alerts that were triggered previously.
HOW TO TRADE
Trade (LP2) | Submitting a Trade | Order Status | Product and Order Types | Recurring Order Type

Order Status
View your working and past orders in the Order Status tab

a. Select to view Today’s, Past or Synthetic Orders
b. Filter orders by their current status
c. Make changes to current orders
d. Click and hold to rearrange columns. Right click to remove/add headers/columns
e. Click on the Order No. to view order details and history log. You can withdraw and amend the order here too
## HOW TO TRADE

Trade (LP2) | Submitting a Trade | Order Status | **Product and Order Types** | Recurring Order Type

### Product and Order Types

POEMS 2.0 has 9 product types over 15 global exchanges

<table>
<thead>
<tr>
<th>PRODUCT TYPES</th>
<th>ORDER TYPES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> STOCKS</td>
<td>Limit, Stop Limit, Limit-If-Touched, Market, Market-On-Open, Market-On-Close, Recurring</td>
</tr>
<tr>
<td><strong>2</strong> ETF (Exchange Traded Fund)</td>
<td>Limit, Stop Limit, Limit-If-Touched, Market, Market-On-Open, Market-On-Close, Recurring</td>
</tr>
<tr>
<td><strong>3</strong> CFD (Contracts for Difference)</td>
<td>Limit, Stop Limit, Trailing Stop, IF Done, OCO, Contingency</td>
</tr>
<tr>
<td><strong>4</strong> CFD-DMA (CFD-Direct Market Access)</td>
<td>Limit, Stop Limit, Trailing Stop, IF Done, OCO, Contingency</td>
</tr>
<tr>
<td><strong>5</strong> REGULAR FOREX</td>
<td>Limit, Stop On Bid, Stop On Offer, OCO Stop On Bid, OCO Stop On Offer, OCO Limit</td>
</tr>
<tr>
<td><strong>6</strong> MINI FOREX</td>
<td>Limit, Stop On Bid, Stop On Offer, OCO Stop On Bid, OCO Stop On Offer, OCO Limit</td>
</tr>
<tr>
<td><strong>7</strong> FUTURES</td>
<td>Limit, Stop Limit</td>
</tr>
<tr>
<td><strong>8</strong> UNIT TRUST</td>
<td>Basket Order</td>
</tr>
<tr>
<td><strong>9</strong> BONDS</td>
<td>-</td>
</tr>
</tbody>
</table>
Recurring Order Type
Gradually build your portfolio over a period of time with a fixed amount of regular investment that is determined by you

HOW DO I PLACE A RECURRING ORDER?

Step 1: Open the recurring order widget. There are two ways you can place a recurring order.

Method 1: Search for the desired counter that you wish to set a recurring order for. Right click on the selected counter and select “Set as Recurring Orders”.

Method 2: Create a new widget and search for “recurring”. Select “Recurring Orders” and search for your desired counter using the search bar.

Step 2: Enter the
a. Value  
b. Frequency  
c. Start Date and  
d. End Date
of the recurring order that you wish to place.

Check through your trade details and enter your

e. Password  
f. Submit

Note:
- Minimum value has to be higher than $100 in the respective currencies (i.e. SGD, HKD or USD)
- The value indicated will determine the minimum executable quantity of the counter.
Recurring Order Type (cont.)
Gradually build your portfolio over a period of time with a fixed amount of regular investment that is determined by you.

HOW DO I PLACE A RECURRING ORDER?

Step 3: Preview the order. If the details are accurate, tick on the checkbox and click on the confirm button.

Step 4: Check the order status under the “Recurring Order Status” widget to ensure that the details are correct.

Note:
- Recurring Orders placed are reflected under the Recurring Order Status widget.
- Do check out the Recurring Order Status for un-triggered order status and to perform withdrawal (if required).
- When a recurring order is triggered, it will send out as limit order and it will only be reflected on default order status page.
HOW TO MANAGE YOUR ACCOUNT

Account Management
Review your account and other related information (Stocks)

a. Outstanding Position
   All your outstanding positions of your trades due for payment

b. Account Details
   Your account details, including available cash, credit limit etc.

c. Scrip Positions
   Total share holdings you have in Phillip (for all accounts except Cash Trading Account)

d. Scrap Book
   Holdings info, including realized and unrealized profit/loss for all accounts

e. Calculator
   To calculate the costs when you buy or sell shares as well as profit/loss

f. This Month Transactions
   All your transactions for the current month

g. Transactions History
   All your transactions for up to 12 months

h. Settled Positions
   All outstanding positions successfully settled for the current and previous months

i. Cash Dividends
   Shows the cash dividends that have been processed in the past till date

j. Upcoming Corp.Action
   Shows the upcoming corporate actions

k. Online Forms
   Online forms for withdrawal, currency conversion etc.

l. CAR & CKA Forms
   Customer Account Review (CAR) and Customer Knowledge Assessment (CKA) Form

m. RWS Acknowledgement
   Risk Warning Statement (RWS) acknowledgement to trade overseas-listed investment products

n. 2FA OneKey
   Register/activate your Two-Factor Authentication (2FA) OneKey device
Rewards
Redeem items and services from POEMS Rewards Programme

HOW DO I REDEEM MY REWARDS

Step 1: Go to the Rewards tab and click on New Rewards Subscription sub-tab

Step 2: On this tab, you will see items grouped in sub categories available for redemption, click the sub headers to display full list of items. Check the box next to the item for selection

Step 3: Ensure sufficient rewards points are available

Step 4: Click on ‘Submit New’ to proceed
Announcements
Stay informed with the latest notices and announcements

a. Attention
Latest announcements and market information

b. POEMS Announcements
Announcements that are POEMS platform specific

c. Exchange Rate
The exchange rate for various currencies, contract settlement and online currency conversion

d. Corporate Action/Dividend
The list of Bonus and Dividends currently available for counters

e. New Counters
List of new counters recently added to respective markets

f. List of Marginable Stocks
List of marginable stocks (for margin accounts)

g. Important Notes
Important Futures/Forex information (for Futures/Forex accounts)

h. Notification
Be notified of any new and unread notices
Workspaces
Customise your trading experience with personalised workspaces

WHAT ARE TABS?
In POEMS 2.0, trading functions and tools are organised by tabs. By default, you’ll have a standard set of tabs.

WHAT ARE WORKSPACES?
Within each tab is a workspace which you can add in trading tools (we call them widgets), group and resize them to your preference.
HOW TO CUSTOMISE THE PLATFORM

Workspaces | Tabs and Widgets | Settings | Alert Settings

Tabs and Widgets

Adding new tabs and widgets

HOW DO I ADD A NEW TAB?

Step 1: To add a new tab, click on the + button

Step 2(a): Choose one of our suggested tab layouts from the list here

Step 2(b): Alternatively, you may customise your new tab by mixing and matching widgets from our widget store

Step 3: Click on the arrow on the newly created tab to Rename, Remove or Save tab

You may add up to a maximum of 6 widgets per tab

Drag and drop

Click on your preferred widget from the widget store on the right to add them

or Use our preset tab layouts

Select from our preset tab layouts below

- Trade Bonds
  View Price, Trade, Order History and Chart for Bonds Product
- Trade CFD
  View Price, Trade and Order History for CFD Product
- Trade ETF
  View Price, Trade, Order History and Chart for ETF Product
- Trade Futures
  View Price, Trade and Order History for Futures Product
- Trade FX
  View Price, Trade and Order History for FX Product
- Trade Index
  View Price, Trade and Order History for Index Product

Customize
HOW TO CUSTOMISE THE PLATFORM

Workspaces | Tabs and Widgets | Settings | Alert Settings

Settings
Make functional and aesthetic changes under Settings

a. Preferences
Choose preferred theme, language and font size

b. Login and Password
Set session time out period and change password

c. Alert Settings
Turn notifications on/off, select which order status(es) to be notified of
And update of email address/mobile number of alerts

d. Trade Settings
Modify trade related actions, password verification, default trade quantity etc.

e. Configure Indices
Turn on/off scrolling indices and choose which indices to show

f. Configure Search
Modify Advanced Search filter and options

g. Configure View Price
Turn on/off +Watchlist overlay button

h. Misc. Settings
To switch Twitter shortcut on/off

i. Restore Workspace
Restore entire tabs and workspaces layout back to default

j. Dual Screen
Select this option to open a new separate POEMS 2.0 window

k. My Settings
Access the Settings menu via ‘My Settings’ on the top right-hand corner

l. My Account
View or update mobile number, email address or SRS/bank information etc.

m. Help
See platform related guides

m. Contact Us
View your trading representative details or send us a message
Alert Settings
Configure alerts under Settings

**Step 1**: Access the Settings menu via ‘My Settings’ on the top right-hand corner

**Step 2**: In the sub menu, select **Alert Settings**

**Step 3**: Customize your settings for alerts