



ECSM CERTIFICATION WORKSHOP COURSE OUTLINE

COURSE TITLE: SITREL TM: SECONDARY MARKET TRADING ENVIRONMENT

COURSE CODE: ECSE1012

COURSE DESCRIPTION

This course provides practical instructions on the use of ECSE's secondary trading software and highlights the magnitude of the tasks and events of the trading process. Also, it provides an overview of the software capabilities and the ranking of orders, for example orders on the Secondary Market are ranked by price and time.

COURSE LEVEL

Participants are expected to hold a bachelor's degree in business, to have basic computer skills and working knowledge of computer applications, to evaluate financial performance and be able to gather and analyse statistical information.

LEARNING OUTCOMES – What You Will Know And Be Able To Do

At the end of this course participants should be able to –

- Perform Trade Day Activities – e.g. Sign on & perform transfer e.g. 'To street'
- Distinguish between and place Purchase & Sell Orders on the market
- Distinguish between and explain the Types of Orders – **Day Order**, **Good-Til-Cancel**, **Remnant & All-Or-None**
- Use the Sitrel TM Menu, submenu & Icons i.e. know to use the Passive mode, Work Off Line, and Change Password on the submenu
- Operate the Call Market Session and distinguish between the various market instances
- Analyse and interpret the summary and details windows
- Apply the colour code in analysing the market e.g. **yellow** – your own order, **white** – a trader in your firm order, **green** – other traders' orders and **blue** – an All-Or-None order
- Enter buy and sell orders to demonstrate their understanding of the different types of order and the ranking process i.e. by price and time
- View and interpret the potential execution price
- Recall the use of the **F12** key to override the maximum variation the last closing price
- Execute a customers' request to modify an order
- Execute a customers' request to delete an order
- Perform Post auction Activities – analyse and print call auction results, trade detail report and settlement projection report
- Perform transfers after successful trade based on customers' instructions
- View Trade Data and use filter to sort Trade Data
- Export Trade Data and print Trades Report
- View and interpret Trade Summary and Market Summary
- Produce a reconciliation of Order Forms vs. Trades Report

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CONTENT OUTLINE AND COMPETENCIES – What You Will Cover

Topics:

Customer Orders

- ◆ Purchase and Sell Order Forms
- ◆ Types of Customer Orders
 - Day Order
 - Good-Till-Cancel
 - Remnant
 - All-Or-None

INTRODUCTION TO SITREL CLIENT

- ◆ Overview of SITREL Menu and Icons
- ◆ Using Passive Mode
- ◆ Working Off Line
- ◆ Changing Password
- ◆ Accessing the Call Market Sessions
 - Discuss summary and detail windows
 - Discuss colour code
 - Ranking by price and time
 - View potential execution price
 - Enter a buy order
 - Enter a sell order
 - Use of F12 and Max variation over closing price
 - Modify an order
 - Delete an order

Trade Day Activities

- ◆ Sign on to Global RBO
- ◆ Perform To-Street transfers for sell orders with securities held at the Registry
- ◆ Verify SEG account position for sell orders with securities held in nominee at the CSD

Sign on to SITREL TM

- Enter buy/sell orders from order forms

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POST AUCTION ACTIVITIES

Discuss Results of Call Auction in SITREL TM

- ◆ View Trade Data
- ◆ Use Filters to sort Trade Data
- ◆ Print a copy of Trades Report
- ◆ Reconcile Trades Report with Order Forms
- ◆ Discuss Customer Confirmation Statement
- ◆ Export Trade Data to a file
- ◆ View Trade Summary Data
- ◆ View Market Summary Data

Discuss Trade Detail and Settlement Projection Reports

- ◆ Print Trade Detail Report and reconcile with Trade Data from SITREL
- ◆ Print Settlement Projection Report and reconcile with Trade Detail Report and Order Forms
- ◆ Discuss Trade Inquiry, Securities Settlement, Funds Settlement, Closing Market Prices and Funds Adjustments screens