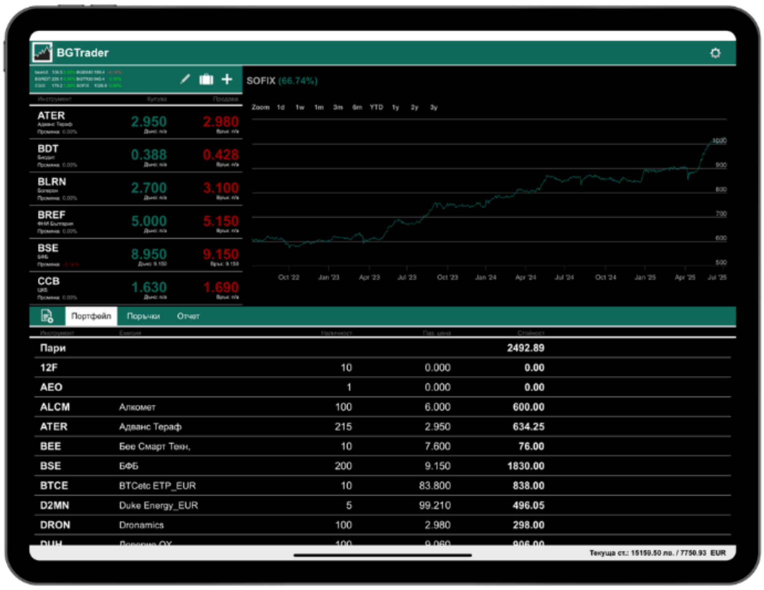
BenchMark
est. 2003

Online Trading Platform User Guide for the Bulgarian Stock Exchange

BG Trader



1. Installing BG Trader

Download the platform

Download the platform from the installation link:

https://secure.benchmark.bg/download/BMTrader2/BMTrader.application

If you have already installed the platform on your computer when registering a demo account or another live account, you do not need to install it again.

Installation

Click the „**Run**" or „**Save**" (depending on the internet browser you are using).

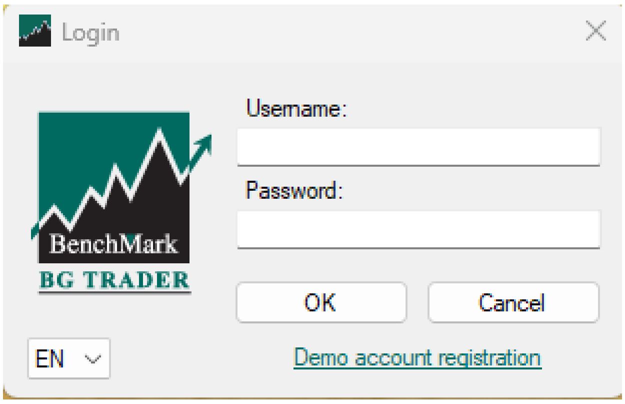
Launch

Start the platform by clicking the „**BG Trader**" icon on your desktop.

2. Logging into the platform

Login to the platform

When you start BG Trader, a login window for your account will appear:



To log in to your live trading account on the Bulgarian Stock Exchange, enter the login details provided to you when signing the agreement for your live account.

If the login is successful, you will see a green connection status indicator  in the upper-right corner of the platform:

Logging out of the platform

When you close the BG Trader platform, you are automatically logged out of your live account. You can close the platform by clicking the red exit button in the upper-right corner or by selecting **File > Exit**.

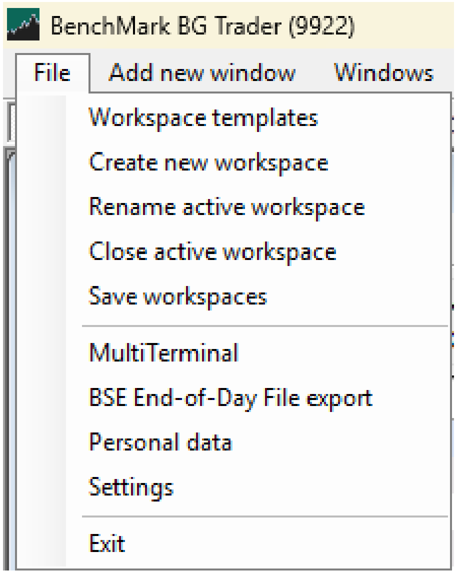
Changing your password

The password provided by BenchMark Finance is used for the client's initial identification. After the first login, the platform will require you to change your password. You can later change your password at any time by selecting: **File > Personal data > Change password**.

3. Main Menu and Functionality

3.1 File

From the „File" menu you can:



- manage your workspaces
- change your login password
- modify certain platform settings
- exit the platform

Workspace templates

Here you can save, delete, and rename the workspaces you have created.
You can also do this by right-clicking on a workspace tab.

You can also select the default workspace layout of the platform, which loads automatically the first time you log into your account.

New workspace

You can create a new workspace, which will appear to the right of the existing workspaces.
You can also do this by right-clicking on a workspace tab.

Rename

Allows you to change the names of your workspaces.

Close

Click "Close" to close the selected workspace.

Save

Allows you to save the changes you have made in the selected workspace.

Multiterminal

An additional module for the professional BG Trader platform. The module allows you to add and manage an unlimited number of trading portfolios on the Bulgarian Stock Exchange (BSE – Sofia). It is designed for portfolio managers as well as investors managing more than one account.

BSE End of day file

A function designed primarily for institutional clients, allowing the export of trading data in a tabular format.

Personal data

Your personal information is stored in the BG Trader platform.
From this section you can change your platform login password.

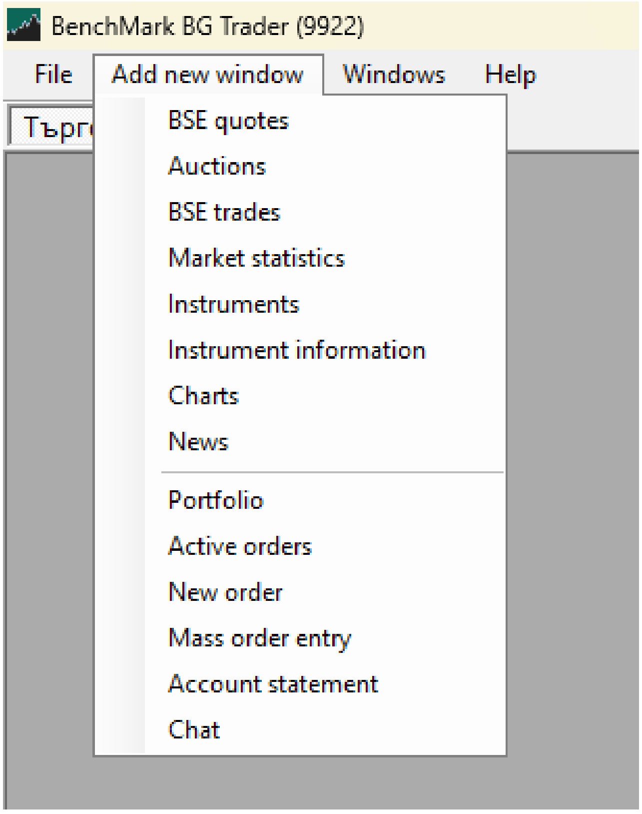
Exit

You can exit your account by selecting **File > Exit** or by clicking the "X" icon in the upper-right corner of the platform.

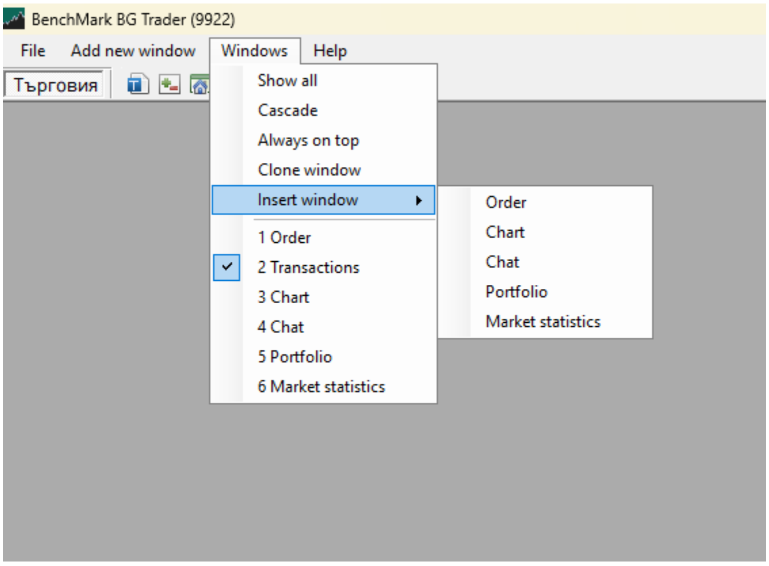
Before exiting, you will be asked whether you want to save your current configuration.
If you want the current state of your workspace and settings to be saved, select "Yes".

3.2 New screen

From the "**Add new window**" menu you can add different types of screens to the selected workspace:



3.3 Windows



From the "Windows" main menu, as well as by right-clicking on the title of a screen, you can manage the screens and their configuration within the platform.

Show all

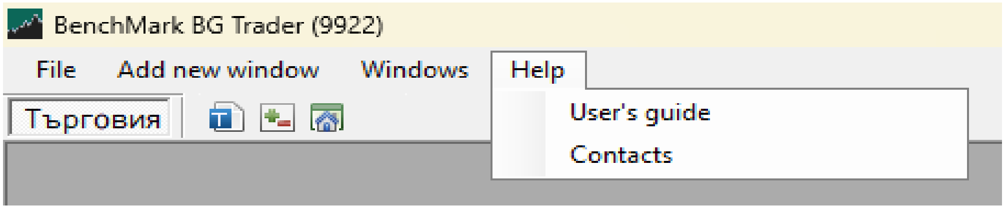
Allows you to display all active screens within the selected workspace. The system will automatically arrange them.

Cascade view

Allows you to arrange the windows in a cascade layout.

Send to desktop (Always on top)	From this option, or by right-clicking on the screen title bar, you can bring the selected screen to the foreground. This means that even if you minimize the platform, the selected screen will remain visible. Using this option allows you to monitor selected information without interrupting your main activity.
Clone window	From this option, or by right-clicking on the title bar of the selected screen, you can duplicate the screen within the workspace.
Insert window	From this option, or by right-clicking on the title bar of the selected screen, you can insert a new screen of your choice. You can also merge the selected screen with another active screen.
Close Screen	You can close a screen by selecting the "X" icon in the upper-right corner of the respective screen.
Active Screens	At the bottom of the "Windows" menu, the active screens in the current workspace are displayed.

3.4 Help



Here you will find a link to this user guide for the platform, as well as our contact details.

3.5 Quick Access

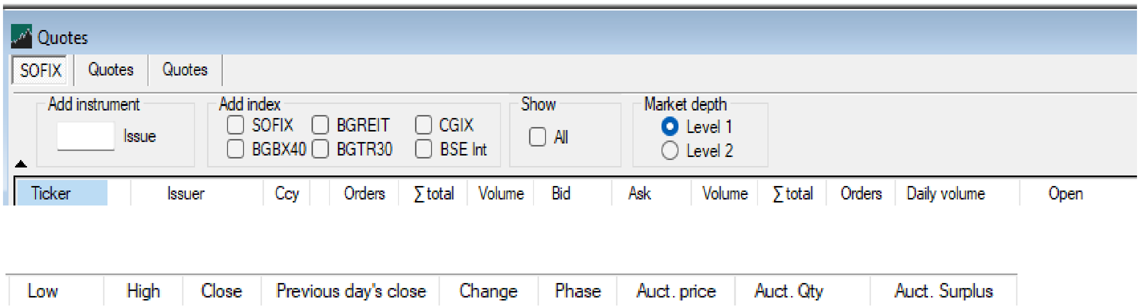
The Quick Access icons  provide links to:

- The Tariff
- The Withdrawal Request Form
- Our website homepage: **www.benchmark.bg**

IV. Screens and Functionality

4.1 Screen „BSE quotes"

Activation	Launch the "BSE quotes" screen by selecting: **Add new order > BSE quotes** from the platform's main menu.
Description	Displays quotes and indicators for the current and previous trading session for user-selected issues of shares, bonds, compensatory instruments, rights, and warrants. When the quantity of bid/ask offers for a given instrument changes, the offers are highlighted in yellow. When the price changes, the offers are highlighted in red or green.
Filtering	The "Quotes" screen contains several filters that allow you to quickly and conveniently create a watchlist of selected instruments. The filter menu can be shown or hidden by clicking the arrow in the lower-left corner.



Columns

1. Ticker – the exchange code of the instrument.
2. Icon column – different colored symbols are displayed depending on the instrument type for easier visual identification.
3. Issuer – the name of the issuing company.
4. Currency – shows the trading currency of the instrument (EUR).
5. (+/-) Column – allows you to show or hide market depth for a specific instrument without switching to Level 2 mode.
6. Orders – displays the number of buy orders at a given price.
7. Quantity – each subsequent row shows the total number of securities from all buy orders above the selected level.
8. Volume – the number of securities offered for purchase at the corresponding price.
9. Bid – displays the bid price for the instrument.
10. Ask – displays the ask price for the instrument.
11. Volume – the number of securities offered for sale at the corresponding price.
12. Quantity – each subsequent row shows the total number of securities from all sell orders above the selected level.
13. Orders – displays the number of sell orders at a given price.
14. Volume – the total volume of securities traded during the current trading session.
15. Open – the price at which the first trade of the session was executed.
16. Low – the lowest price at which a trade was executed during the day.
17. High – the highest price at which a trade was executed during the day.
18. Close – the price at which the most recent trade was executed.
19. Previous day`s close – the closing price from the last trading day when the instrument was traded.
20. Change – the percentage price change between the previous closing price and the last trade: [(Last Trade–Previous Close)/Previous Close] x 100%.
21. Trading Phase – Displays the current trading phase according to the Xetra trading system:

- BETW = between two auctions when the instrument is not continuously traded;
- CCALL = closing auction call phase;
- DEL = the instrument is not traded but remains in the system;
- ECALL = end-of-day auction call phase;
- ENDTR = end of trading;
- HALT = instrument halted;
- ICALL = intraday auction call phase;
- IFRZ = intraday auction freeze;

- IIPO = intraday IPO auction call phase;
- OCALL = opening auction call phase;
- OFRZ = opening IPO auction freeze;
- OIPO = opening IPO auction;
- POSTR = post-trading phase;
- PRETR = pre-trading phase;
- START = start;
- SUSP = suspended;
- TRADE = continuous trading;
- VOLA V = volatility interruption;
- VOLA X = extended volatility interruption;
- XCALL = starts immediately after the closing auction. The session is activated only if the closing auction results in a trade.

22. Auction Price – the price determined during the auction.

23. Auction Quantity – the number of securities that can be traded at the auction price.

24. Auction Surplus – indicates whether the offered quantity exceeds the demanded quantity during the auction.

For example: S60 means: 60 more securities offered for sale at the given price, B80 means: 80 more securities demanded for purchase at the given price.

Add/Remove issue	You can add instruments by index or individually using the Add Instrument field, or by using the drag-and-drop function, by dragging the desired instrument from another window. To remove an instrument, right-click on the instrument and select "Delete Issue."
Moving an issue	To move an instrument, click and hold the left mouse button on the instrument and drag it to the desired row.
Level 2 Market depth	Level 2 displays the market depth for all instruments currently monitored by the user.
Market depth	The market depth for a specific instrument can be activated (in addition to selecting Level 2 for all instruments or using the (+/-) button for a single instrument) by right-clicking on the instrument and selecting "Market depth". A new screen with the order book for the selected instrument will appear. You can place orders from this screen by right-clicking on the instrument and selecting "New order" or double-clicking on the selected offer.
Placing an order with auto-fill	By double-clicking on values in the Bid/Ask columns, the "Order" window will open with fields automatically filled in using data from the selected offer – instrument, quantity, price, type, buy/sell.
Placing a standard order	By double-clicking on a specific instrument, the "New order" screen will open with the main fields already filled in for the selected instrument.
Show/Hide Columns	By right-clicking on the information field in the **Quotes > Select columns**, you can choose which columns to display.
Changing column width	You can adjust the column width by clicking and holding the left mouse button on the column edge and dragging it.
Sorting by column	By clicking once on the column header, you can sort the information in that column.
All offers	All Bid/Ask offers for a specific instrument can be opened by right-clicking on the instrument and selecting "All offers". The "All offers" screen is static (not automatically updated) and shows the offers at a specific moment. Orders cannot be placed from this screen.

Chart

By right-clicking on an instrument in the **Quotes > Chart**, you can open the "Chart" window for the selected instrument.

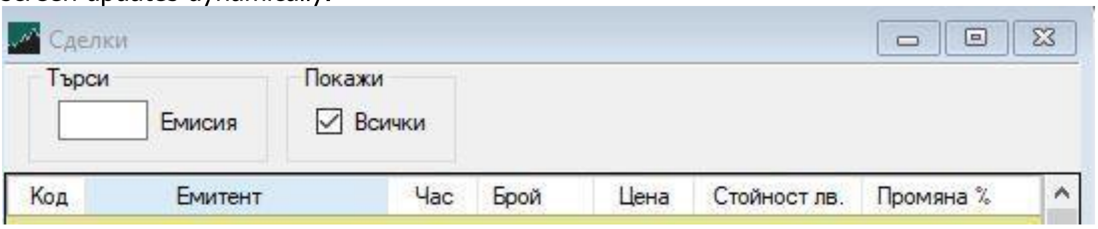
4.2 Screen "Trades"

Activation

Launch the "BSE Trades" screen by selecting **Add new window > BSE Trades** from the platform's main menu.

Description

Displays all trades in real time. New trades are highlighted in yellow, and the "Trades" screen updates dynamically.



Searching for trades by instrument

You can filter trades for a specific instrument using the "Search" field or by using the drag-and-drop function, by dragging the desired instrument from another window. To display all trades for all instruments, select "All" at the top of the Trades screen.

Columns

1. Ticker – the exchange code of the instrument.
2. Issuer – the name of the issuing company.
3. Time – the time when the trade was executed.
4. Volume – the number of shares involved in the trade.
5. Price – the price at which the trade was executed. If the price is red, it means the price is lower than the previous trade, If the price is green, it means the price is higher than the previous trade. For the first trade of the instrument, the comparison is made against the previous day's closing price.
6. Value (EUR) – the total value of the trade in Euro (EUR).

Trading information

At the bottom of the Trades screen, you can see the number of trades executed during the day, as well as the total daily traded volume in EUR. (Bond trades are not included in this volume.) When filtering by a specific instrument, the traded volume for that instrument is also displayed.

Show/Hide columns

By right-clicking on the information field in the **Transactions > Choose columns**, you can choose which columns to display.

Changing column width

You can adjust the column width by clicking and holding the left mouse button on the column edge and dragging it.

Sorting by column

By clicking once on a column header, you can sort the information in that column.

Export to excel

By right-clicking on the information in **Transactions> Export to excel**, you can save a file with all trades or trades for a selected instrument on your computer.

Placing orders

You can place orders by right-clicking on an instrument in **Transactions> New order**.

4.3 Screen "Auctions"

Activation

Launch the "Auctions" screen by selecting **Add new window > Auctions** from the platform's main menu.

Description

This window provides information about companies that are currently in a volatility auction.

Columns

The following columns with indicators are displayed above the listed instruments:

1. Ticker – the exchange code of the instrument.
2. Issuer – the name of the issuing company.
3. Date – the date of the auction.
4. Time – the time when the instrument entered the auction phase.
5. Auction Phase:

- VOLA V = volatility interruption;
- VOLA X = extended volatility interruption.

Show/Hide columns

By right-clicking on the "Select columns" field, you can choose which columns to display.

Changing column width

You can adjust the column width by clicking and holding the left mouse button on the column edge and dragging it.

Sorting by column

By clicking once on the column header, you can sort the information in that column.

Export to excel

By right-clicking on the information **in the Auctions screen > Export to Excel**, you can save an Excel file with the trades for all instruments or for a selected instrument on your computer.

Placing orders

You can place orders by double-clicking on instruments in the "Auctions" screen.

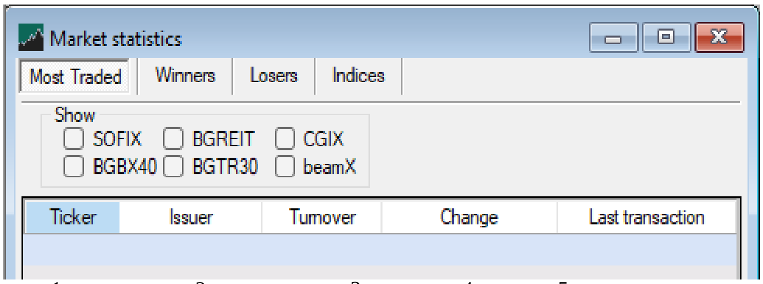
4.4 Screen „Market Statistics"

Activation

Launch the "Market statistics" screen by selecting **Add new window > Market statistics** from the platform's main menu.

Description

Displays the ten companies with the largest positive price change for the current trading session, the ten companies with the largest negative price change for the current trading session and the ten most traded instruments of the day, ranked by daily turnover in EUR.



1 2 3 4 5

Columns

1. Ticker – the exchange code of the instrument.
2. Issuer – the name of the issuing company.
3. Turnover – the daily traded volume in EUR for the instrument
4. Change – the price change of the security during the current trading session.
5. Last transaction – the price at which the most recent trade was executed.

Show/Hide columns

By right-clicking on the "Select Columns" field, you can choose which columns to display.

Changing column width

You can adjust the column width by clicking and holding the left mouse button on the column edge and dragging it.

Sorting by column

By clicking once on the column header, you can sort the information in that column.

Export to excel

By right-clicking on the information in the **Market statistics screen > Export to Excel**, you can save an Excel file with the trades for all instruments or for a selected instrument on your computer.

Placing orders

You can place orders by double-clicking on instruments in the "Market statistics" screen.

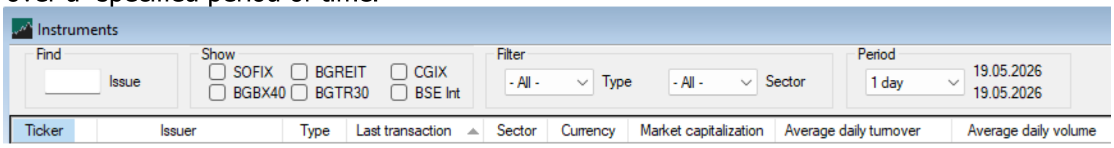
4.5 Screen „Instruments"

Activation

Launch the "Instruments" screen by selecting **New screen > Instruments** from the platform's main menu.

Description

Displays various indicators and information for all instruments or for user-selected instruments over a specified period of time.



Search/Filtering

You can search for instruments by:

- Ticker;
- Indices;
- Types;
- Sectors;
- Currency.

For a quick and convenient way to view information about a specific instrument, you can also use the drag-and-drop function by dragging the desired instrument from another screen.

Setting an observation period

You can review variable indicators for instruments over a selected time period, including:

- Average daily turnover;
- Average daily volume (lots);
- Average daily number of transactions;
- Price change (%);
- Trader % equity.

Columns

1. Ticker – the exchange code of the instrument.
2. Icon column – different colored symbols are displayed depending on the instrument type for easier visual identification.
3. Issuer – the name of the issuing company.
4. Type – the type of security: shares, bonds, rights, compensatory instruments, or fund units.
5. Last transaction – the most recent closing price from the trading session.
6. Sector – the sector to which the instrument belongs.
7. Currency – the currency in which the instrument is issued.
8. Market Capitalization – the market value of the instrument (number of securities × last closing price).
9. Average daily turnover – the average trading value in BGN for the selected period.
10. Average daily volume – the average trading volume in lots for the selected period.

11. Average daily number of transactions – the average number of trades for the selected period.

12. Change (%) – the percentage price change for the selected period.

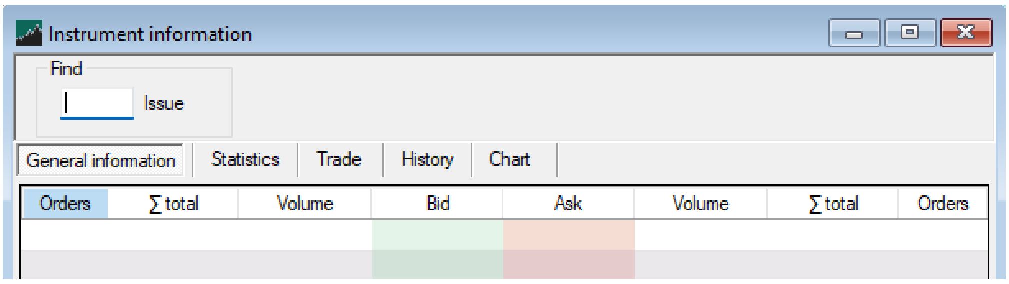
13. Traded % equity – shows the percentage of a company's share capital that has been traded over the selected period.

Show/Hide columns	By right-clicking on the "Choose columns" field, you can choose which columns to display.
Changing column width	You can adjust the column width by clicking and holding the left mouse button on the column edge and dragging it.
Sorting by column	By clicking once on the column header, you can sort the information in that column.
Export to excel	By right-clicking on the information in the **Instruments screen > Export to excel**, you can save an Excel file containing the trades for all instruments or for a selected instrument on your computer.
Placing orders	You can place orders by right-clicking on the information in the **Instruments screen > New order**.
Chart	By right-clicking on an instrument in the **Instruments screen > Chart**, you can open the "Chart" window for the selected instrument.

4.6 Screen „Instrument Information"

Activation – Launch the "Instrument Information" screen by selecting **Add new window > Instrument information** from the platform's main menu.

Description – In this screen, users can find market statistics and information about a specific instrument.



Search – You can select an instrument using the "Find" field or by using the drag-and-drop function, by dragging the desired instrument from another screen.

Tabs

1. General Information – displays current quotes and general information about the instrument.
2. Statistics – provides various statistical data regarding the company's price movements over predefined periods.
3. Trade– displays all trades for the selected instrument during the current trading day.
4. History – provides complete trading information from the instrument's listing date to the present – first trade, highest price, lowest price, last trade, daily trading volume.
5. Chart – displays the price chart for the selected instrument.

Right mouse button menu – In all tabs of the "Instrument information" screen, a right-click menu is available, providing a quick and convenient way to export the displayed information, print the data, place a "New order".

4.8 Screen "Charts"

Activation

The "Chart" screen can be opened by selecting **Add new window > Charts** from the platform's main menu.

An empty chart will appear. You can then enter the desired instrument in the upper-left corner of the chart. If you do not know the full exchange code, entering the first characters of the symbol will display a list of matching instruments in a dropdown menu.

Note: Charts are generated based on executed trade prices, while charts for BSE International equities are based on intraday quote data.

Description

The chart module is used to monitor price movements of a selected instrument.
It includes various chart types designed to meet the needs and preferences of different users.
The module also contains technical analysis tools used to monitor and forecast price movements.

Chart types

The BG Trader platform allows you to choose between three chart types: line chart, bar chart, candlestick chart.

- Line charts

Line charts connect the closing price of each consecutive period. They provide a clear visual overview of large datasets in a compact format, but do not reflect intraperiod price fluctuations. They display only the closing price of the last trade for each period.

- Bar charts

Bar charts provide complete information for each period:

1. Opening price – short horizontal line on the left side of the bar
2. Highest price – top of the vertical line
3. Lowest price – bottom of the vertical line
4. Closing price – short horizontal line on the right side of the bar

- Candlestick charts

Candlestick charts are the most widely used chart style and are often considered the easiest to interpret.

They display:

1. Whether the closing price is higher (green) or lower (red) than the opening price
2. Opening price – bottom of the green body or top of the red body
3. Highest price – top of the upper shadow
4. Lowest price – bottom of the lower shadow
5. Closing price – top of the green body or bottom of the red body

Timeframe settings

Charts in the BG Trader trading platform allow time intervals from 1 minute to 1 month. You can change the timeframe using the dropdown menu. When switching between timeframes, the chart updates automatically. The platform also includes line chart visualization of recent trade prices.

Chart axes

The Charts module allows adjustment of the horizontal axis (time axis).

To change the axis:

1. Place the cursor over the horizontal axis
2. Move the cursor in the desired direction to expand or compress the timeframe

To restore the original scale, click the “1:1” button in the chart toolbar.

The chart module also allows access to historical data. Hold the mouse button on the chart and drag the chart backward or forward in time.

Price information display

Price information can be displayed using several cursor modes available in the chart module.

These cursor types are located in the toolbar at the top of the chart.

• The free cursor allows you to track any price on the chart by moving the mouse up and down across the chart area. Prices are displayed on the vertical axis (right side of the chart), while the horizontal axis shows the moment in time when a specific price was reached.

• The informational cursor moves across individual bars and displays the opening and closing prices for each period, together with the highest and lowest prices for that period and the traded volume for the specific instrument.

• The informational cursor with basic information is similar to the standard informational cursor, but it displays the data in a small information window containing the four key prices for each bar – opening price, closing price, highest price, and lowest price – as well as the time when these prices were reached and the traded volume.

• Static information displays the opening price, closing price, highest price, lowest price, traded volume, and date. This information is shown permanently in the lower-left corner of the chart.

Additional toolbar buttons

The toolbar located at the top of the chart contains additional buttons that allow you to customize the chart according to your preferences.

• Grid button – allows you to change the way the grid is displayed in the chart background.

By clicking this button, you can switch between a standard grid, consisting of evenly spaced horizontal and vertical lines, and a plain white background without grid lines.

• Zoom button – allows you to switch to the next lower time interval with each click.

For example, if you are currently viewing a daily chart, the zoom button will switch to a 60-minute chart.

• Restore button (1:1) – restores the chart to its original scale if the scale has previously been modified (zoomed in or out).

• Delete button – removes lines drawn on the chart.

To delete a line, click the delete button and then click on the line you want to remove.

• Delete all button – removes all lines drawn on the chart.

After clicking this button, the platform will ask you to confirm the deletion.

• Show pending orders / Price alerts button – allows you to view the levels of your pending orders and/or price alerts directly on the chart.

• Copy button – copies the current chart view so it can be pasted into another program for image visualization.

• Duplicate chart button – automatically creates a copy of the current chart view, which appears in the upper-left corner of the already opened chart.

• Export chart button – allows you to export the chart as a file and save it in a selected directory on your computer.

- Technical indicators

The chart allows the display of the following technical indicators: 20-period moving average, 50-period moving average, 100-period moving average, volume, showing the number of lots traded during the selected period. Technical indicators can be selected from the "Select Analysis" button located in the chart toolbar.

- Lines

Charts in the BG Trader platform allow different types of lines to be drawn on them. Lines can be selected using the "Line" button in the chart toolbar. After selecting the desired line type, click on the chart and place the line at the desired position.

- Other chart functions

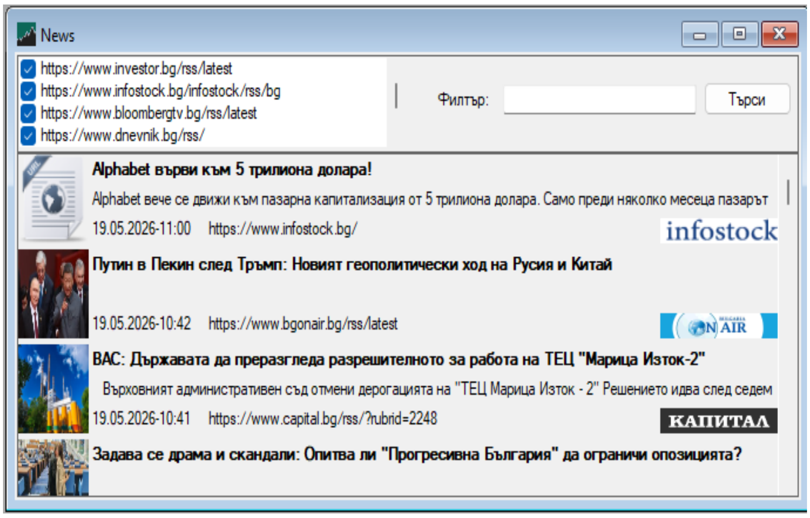
Some chart settings can be accessed directly by right-clicking anywhere on the chart.
From the context menu, you can perform the following actions:

1. Plot 20-, 50- or 100-period moving averages
2. Display the last traded price, shown as a red dotted line parallel to the chart
3. Show traded volume
4. Place a new trading order
5. Display market depth data for the selected instrument
6. View instrument information
7. Set a price alert
8. Print the chart
9. Copy the chart
10. Export the chart

4.9 Screen „News"

Activation

Start the "News" screen by selecting **Add new window > News** from the platform's main menu.



Description
Displays news related to trading on the Bulgarian Stock Exchange (BSE).

Filtering by Issuer
News items can be filtered by issuer, time period, and source.

Copy
The selected news item can be copied and transferred to Word or Excel.

4.10 Screen "Portfolio"

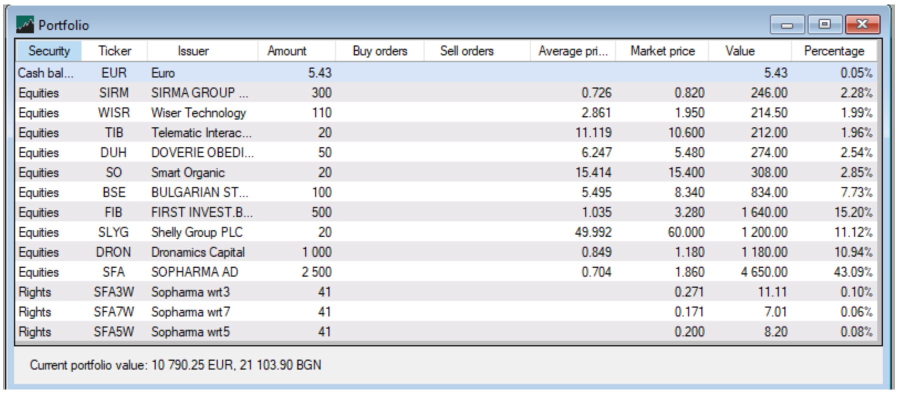
Activation
Start the "Portfolio" screen by selecting **Add new window > Portfolio** from the platform's main menu.

Description
Displays the holdings of securities and cash available in the client account in real time.

Columns

1. Security– shows the type of security: shares, bonds, rights, compensatory instruments, fund units, as well as available cash funds.
2. Ticker – the exchange code of the instrument.
3. Issuer – the name of the issuing company.
4. Amount – the number of securities held by the client for the respective issue or the available cash balance..
5. Orders – shows existing buy or sell orders for the respective instrument.
6. Average price – the average acquisition price, calculated based on the number of shares, price, and commissions.
7. Market price – the current market price of the security.
8. Value – the market value of the securities held for the respective issue.
9. Percentage – shows the percentage share of the instrument within the total portfolio assets.

Current Portfolio Value
At the bottom of the Portfolio screen, the total current portfolio value is displayed.
It represents the sum of the market value of the securities and the client's available cash funds.



Portfolio

Security	Ticker	Issuer	Amount	Buy orders	Sell orders	Average pri...	Market price	Value	Percentage
Cash bal...	EUR	Euro	5.43					5.43	0.05%
Equities	SIRM	SIRMA GROUP ...	300			0.726	0.820	246.00	2.28%
Equities	WISR	Wiser Technology	110			2.861	1.950	214.50	1.99%
Equities	TIB	Telematic Interac...	20			11.119	10.600	212.00	1.96%
Equities	DUH	DOVERIE OBEDI...	50			6.247	5.480	274.00	2.54%
Equities	SO	Smart Organic	20			15.414	15.400	308.00	2.85%
Equities	BSE	BULGARIAN ST...	100			5.495	8.340	834.00	7.73%
Equities	FIB	FIRST INVEST.B...	500			1.035	3.280	1 640.00	15.20%
Equities	SLYG	Shelly Group PLC	20			49.992	60.000	1 200.00	11.12%
Equities	DRON	Dronamics Capital	1 000			0.849	1.180	1 180.00	10.94%
Equities	SFA	SOPHARMA AD	2 500			0.704	1.860	4 650.00	43.09%
Rights	SFA3W	Sophama wrt3	41				0.271	11.11	0.10%
Rights	SFA7W	Sophama wrt7	41				0.171	7.01	0.06%
Rights	SFA5W	Sophama wrt5	41				0.200	8.20	0.08%

Current portfolio value: 10 790.25 EUR, 21 103.90 BGN

Portfolio chart
By right-clicking on the instruments in the **Portfolio screen > Portfolio chart**, you can view your portfolio in graphical format and analyze it according to several criteria: sectors, asset types, individual positions

Hide/Show columns
By right-clicking on the field "Choose columns", you can choose which columns should be displayed.

Adjust column width
You can adjust the width of a column by holding the left mouse button and dragging the column edge.

Sorting by column

By clicking once on the header of a column, you can sort the information displayed in that column.

Export to excel

By right-clicking on the information in the **Portfolio screen > Export to Excel**, you can save an Excel file containing the data for all or selected instruments on your computer.

Placing orders

You can place orders by right-clicking on the information in the **Portfolio screen > New order**.

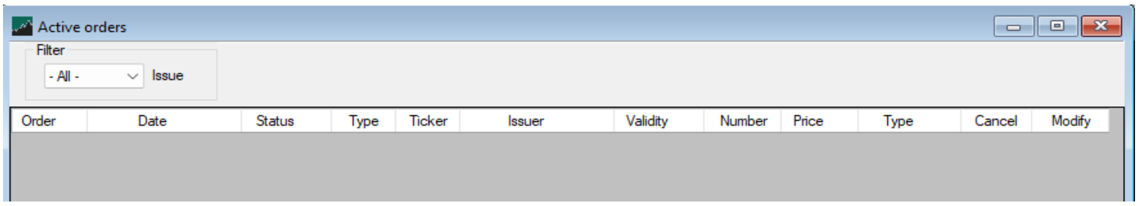
Chart

By right-clicking on an instrument in the **Portfolio screen > Chart**, you can open a Chart window for the selected instrument.

4.11 Screen "Active Orders"

Activation

Start the "Orders" screen by selecting **Add new window > Orders** from the platform's main menu.



Description

Displays the active orders submitted by the client.

1. Order – shows the system order number.
2. Date – the date and time when the order was submitted.
3. Status – the current status of the order:

- „Submitted" – the order has been submitted by the client but has not yet reached the broker.
- „Accepted" – the order has been received by the broker but is waiting to be confirmed when trading starts.
- „Confimed" – the order has been confirmed by a BenchMark Finance broker.

4. Type – type of order (buy/sell).
5. Ticker – the exchange code of the instrument.
6. Issuer – the name of the issuing company.
7. Validity – the expiration date of the order.
8. Number – the number of securities included in the order.
9. Price – the price specified in the order.
10. Type – the order type (market, limit, etc.).
11. Cancel – allows you to cancel orders.
12. Modify – allows you to modify the parameters of the order.

Cancellation Order

An already submitted or confirmed order can be cancelled by selecting the "Cancel" field in the corresponding column or by right-clicking on the selected order.

Hide/Show Columns

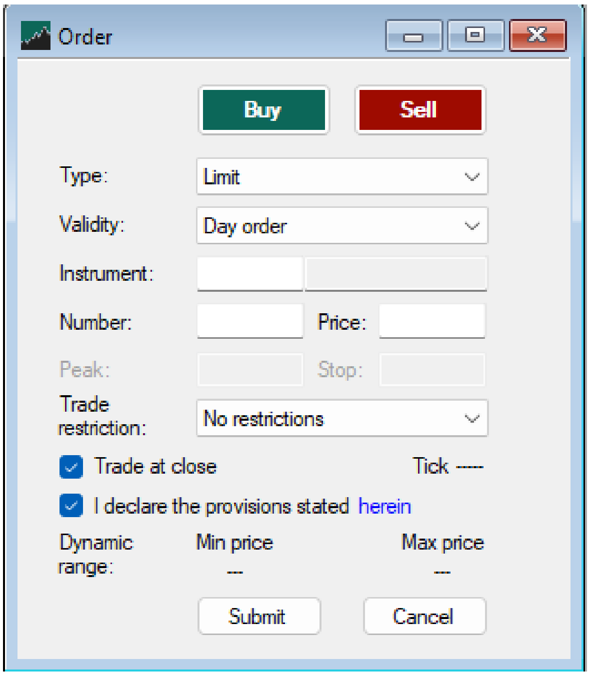
By right-clicking on the "Select Columns" field, you can choose which columns should be displayed.

Adjust Column Width	You can change the column width by holding the left mouse button and dragging the column edge.
Sorting by Column	By clicking once on the header of the selected column, you can sort the information displayed in that column.
Export to Excel	By right-clicking on the information in the **Active orders screen > Export to Excel**, you can save the data for all or selected instruments into an Excel file on your computer.
Placing Orders	You can place orders by right-clicking on the information in the **Active orders screen > New order**.
Chart	By right-clicking on an instrument in the **Active orders screen > Chart**, you can open a Chart window for the selected instrument.

4.12 Screen „New Order"

Activation

Start the "New order" screen by selecting **Add new window > New order** from the platform's main menu.



Description

This screen allows you to submit different types of trading orders.

Submitting a new order requires entering the following parameters:

- Buy or Sell;
- Order Type;
- Order Validity;
- Instrument code, quantity of securities, and unit price;
- Trading restriction – allows the submitted order to be valid for different trading phases;
- Trader at close – market orders and limit orders with a price equal to or better than the closing auction price can participate in Trade-at-Close.

Order Types:

Limit Order: The quantity and price of the financial instruments are specified. When the market price reaches the specified level, the order is executed.

Market Order: Only the quantity of financial instruments is specified, and the order is executed at the best available market price at the time of submission. Market orders are valid for the current trading day.

Market-to-Limit Order: A market order executed at the best available price of the opposite limit order. If there is no active opposite limit order at the time of submission, the market-to-limit order is automatically rejected.

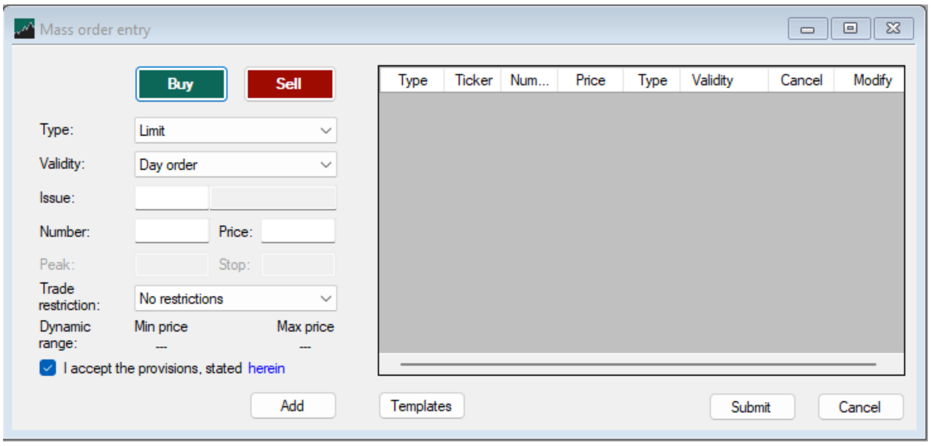
Iceberg Order: A limit order in which the quantity, price, and iceberg peak (visible quantity) are specified. When the order is submitted, only the visible peak quantity is shown on the market, while the remaining volume stays hidden.

Cascade Order: Allows placing multiple orders with a specified percentage price difference between them. The user sets the quantity, price, number of orders, and percentage price difference.

4.13 Screen „Mass order”

Activation

Start the “Basket Order” screen by selecting **Add new window > Mass order** from the platform’s main menu.



Description

Allows you to add multiple orders that can be submitted or accepted simultaneously.

4.14 Screen „Reports”

Activation

Start the “Reports” screen by selecting **Add new window> Account statement** from the platform’s main menu.

Description

Allows users to generate reports for submitted orders and executed trades for a selected period and instrument, as well as cash movements.

Filters

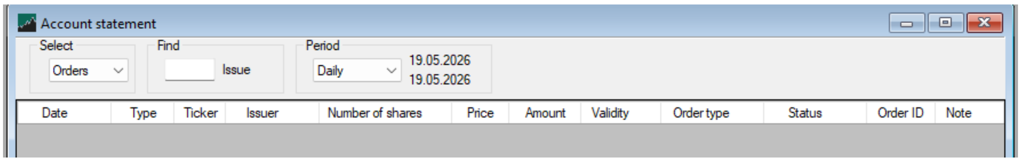
From the menu at the top of the Reports screen you can select the type of report – orders or trades, the time period or/and a specific instrument,

Average Buy/Sell Price

When generating a trade report for a selected instrument, the average buy and sell price of the executed trades is displayed.

Columns

Order Report:

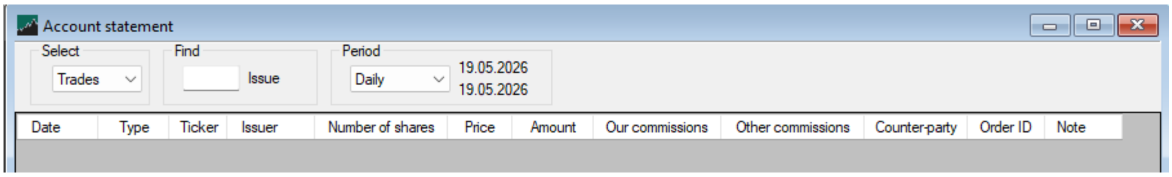


1. Date – the date and time of the order
2. Type – order type (buy/sell)
3. Ticker – борсовият код на емисията.
4. Issuer – the name of the issuing company.
5. Number of shares – the number of securities included in the order
6. Price – the price specified in the order
7. Amount – the total value of the order
8. Validity – the order expiration date

9. Order ID – the system order number
10. Order Type – the order type (market, limit, etc.)
11. Status – the order status:

- Submitted – the order has been submitted by the client but has not yet reached the broker;
- Accepted – the order has been received by the broker but is waiting to be confirmed when trading begins;
- Confirmed – the order has been confirmed by a BenchMark Finance broker;
- Cancelled – the order has expired or has been cancelled by the broker or the Bulgarian Stock Exchange;
- Withdrawn – the order has been cancelled by the client;
- Executed – the order has been executed and a trade has been completed.

Trade Report:

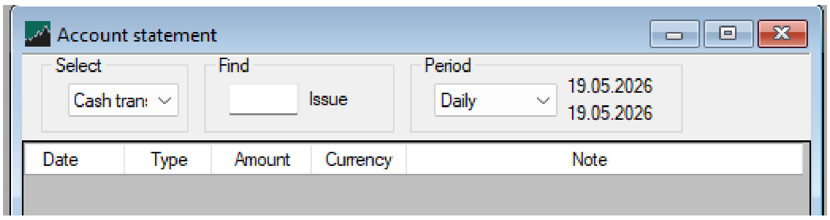


1. Date – the date and time of the trade
2. Type – trade type (buy/sell)
3. Ticker – the exchange code of the instrument
4. Issuer – the name of the issuing company
5. Number of shares– the number of securities traded
6. Price – the price at which the trade was executed
7. Amount – the total value of the trade
8. Our commission – the commission payable to BenchMark Finance
9. Other commissions – fees payable to Bulgarian Stock Exchange – Sofia AD and Central Depository AD
10. Counter-party – the respective investment intermediary
11. Order ID– the system order number from which

the trade originated

12. Note – field allowing the addition of a note

Cash Report:



Displays the different types of cash transactions.

Hide/Show Columns	By right-clicking on the "Select Columns" field, you can choose which columns should be displayed.
Adjust Column Width	You can adjust the column width by holding the left mouse button and dragging the column edge.
Sorting by Column	By clicking once on the header of a selected column, you can sort the information displayed in that

	column.
Export to Excel	By right-clicking on the information in the **Reports screen > Export to Excel**, you can save the information in an Excel file on your computer.
Placing Orders	You can place orders by right-clicking on the information in the **Active Orders screen > New Order**.

4.15 Screen "Chat"

Activation	Start the "Chat" screen by selecting **Add new window> Chat** from the platform's main menu.
Description	The Broker Chat screen allows direct communication with BenchMark Finance brokers.
New Message	You can send messages by typing in the field at the bottom of the Broker Chat screen and clicking the "Send" button. The message will appear in the main chat window.
Archive	You can review messages from the broker for previous periods by right-clicking and selecting "Archive".
Copy/Print	Any message can be copied and transferred to Word and/or Excel, or printed. To do so, right-click in the Broker Chat window and select the desired option.

If you have any questions, please contact us at +359 2 491 26 82, via our online chat, or by email at **bgtrader@benchmark.bg**.

Bulgarian Stock Exchange Department
BenchMark Finance AD