

Forex Trading

Instruction manual

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Forex Trading
Trading hours: 07:30 am to 10 pm (ZRH)
Hotline: 0800 808 653
International: +41 44 332 36 53

1. IMPORTANT NOTES

1.1 General notes

In order to use Forex Trading (deal capture, deal blotter, price info) a Java-Plug in is required. Normally, this is already available on your computer. This application supports Java versions 1.5.x and 1.6.x. Missing Plug-in can be downloaded directly from Sun Microsystems. Java applets and java script must be enabled in the browser for the Forex Trading services URL. The Forex Trading applets will neither read nor write client data onto or from the hard drive. Dealing hours: Monday – Friday 7.30 am – 10 p.m. (ZRH) except. general bank holidays

1.2 Inactivity Logout

If you do not enter any data in Forex Trading for 30 minutes, access will be blocked for security reasons. You have to log in again before you can continue working. Close all Forex Trading windows before you login again.

1.3 Exit

Please close all windows and clear the browser cache upon leaving Forex Trading.

1.4 Performance Indicator

If the response time (= time the request takes to go from your computer to our trading system) exceeds a certain limit, the warning message "**Bad Internet Performance**" appears on your screen. The message disappears again as soon as the response time has improved. You can continue working with Forex Trading despite the message. However, it is possible that you have to wait for a response longer than usual or that the timer has already progressed far or even expired when it first appears. If the Performance Indicator appears frequently using the Deal Capture module, please contact the Forex Trading Hotline.

1.5 Cancelling transactions

Is there a way of correcting or cancelling transactions that I may have made in error? Once you have accepted the exchange rate proposed by the bank and Forex Trading has concluded the transaction, the exchange becomes binding on both parties. In such cases, phone the traders in your foreign exchange center or call the helpline to try and find a mutually acceptable solution.

2. SUPPORT-HOTLINE

For questions and problems please call 0800 808 653 or international +41 44 332 36 53.
(open during dealing hours)

For general information you can send us an e-mail: mailbox.dz@credit-suisse.com

3. OVERVIEW ON MODULES

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Forex Trading consist of the following modules

Deal Capture:

Foreign Exchange Trading at current market rates and enter Limit Orders.

Deal Blotter:

List of concluded Foreign Exchange transactions / orders.

Price Info:

Information about actual spot/fwd/swap rates

Positions Overview:

Your revalued positions by currency and maturity.

Click to rollover

Click to close

Rates and Charts:

Current rates and charts Foreign Exchange, Interest Rates and Commodities. (Charts currently not available)

Customization:

Notification via SecureMail or SMS

4. DEAL CAPTURE

4.1 Conclusion of a transaction

1. Select deal type:

- For the capture of foreign exchange deals, three displays are at disposal:
Spot/Outright, Swap, Multi-Outright

2. Select currency and counter currency

- Select currency pair by using selector for first and second currency. Only currencies, where an account is available, can be traded.

3. Direction of Trade (customer buys / customer sells)

- A Click on the symbol between „customer buys“ and „customer sells“ changes direction

4. Entry of deal amount

- The dealing amount can be captured as first or as second currency.
- Tip: for entering amount use “t” for thousand (5t = 5'000) or “m” for million (5m = 5'000'000)
- There is no minimum amount. A maximum amount depending on the currencies selected is implemented (Auto Quote Limit).
- When exceeding this limit a message is displayed (The Auto Quote Limit is exceeded)
- New enhancement (optional) as of November 2007: when Auto Quote Limit is exceeded, a dialog request can be sent to the trading desk. The trading desk will quote manually a price for the requested amount. The validity of the offered price is controlled by the trading desk

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5. Entry of maturity (value date)

- SPOT (spot = 2 business days after deal date) is set as standard.
- Other dates up to one year are possible using format "dd.mm.yyyy" (e.g. "17.03.2004")
- A selection of most used terms is available:
TODAY = value today
TOMORROW = value next business day
SPOTNEXT = value 1 business day after spot date
1 week/2/3 weeks = value 1,2,3 week/s after spot date
1 month/2-12 month= value 1-12 month/s after spot date

6. Get Rate

- The Get Rate button is only activated after having selected the currencies, amount and maturity

7. Automated Limit checking

- In advance of a deal the system will check if the required limit for the deals is available. If not, you do not receive a rate and can't make the transaction. Please contact Forex Trading Hotline in this case.

8. Exchange rate is displayed, timer is running

- The second amount is calculated and the rates are displayed (the data concerning the customer) :
BID: for selling first currency / ASK: for buying first currency
- Next to the Get Rate-button a timer indicates the remaining time in seconds for validity of the rate offered. During this period you can accept the deal by using the button **accept Deal**. When time elapsed the rates appear in red and are no longer valid. Fresh rates can be requested by using the **Get Rate**-button again.

9. accept Deal

- The **accept Deal**-button is only activated as long as the rates are valid.
- Pressing this button the captured deal is concluded and a reference number is assigned.
- Should the reference number not appear for any reason, please call the hotline immediately to verify the status of the deal.

10. Additional Hints

- „**View**“ Settlements: The View-button shows the settlement accounts for the currencies selected.
- „**Print**“: To print the deal data
- „**Reset**“: The Reset button allows you to delete all the information entered in the entry mask.

4.2 Swap transactions

- Similar to trading of a Spot/Outright transaction
- Simply fill out the fields for the short part of the swap in the top area of the page (1st and 2nd currency, amount, dealing direction and dates)
 - Start-Date: Entry of a maturity for the short part of the swap
 - End-Date: Entry of a maturity for the long part of the swap
- The currencies, amounts, dealing direction for the long part of the swap are automatically filled

4.3 Multi Outright

Multi Outright deals enable the client to process several deals at one time.

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The total amount of the transaction determines the pricing category.

The deals have to fulfill certain requirements:

- the user has to remain on the buy resp. sell side for every single deal
- the various deals have to have the same currency pair
- minimum 2 single deals, maximum 6 single deals

Deal Capture Multi Outright

- select currency 1 and currency 2
- select direction of trade (customer buys, customer sells)
- enter amount and maturity of each single deal
- confirm entries with „Entry“ button (Keyboard)
(The total amount of all single deals is calculated automatically)
- Get Rate
- The system displays the relevant spot rate, swap points and Outright rates
- By clicking “accept Deal” button the captured deals are concluded and reference number for each single deal is assigned.

Should the reference numbers not appear for any reason, please call the hotline immediately to verify the status of the deal.

4.4 Limit Orders (LO) / limited orders to buy or sell

Definition

Limit Order (LO) in Foreign Exchange are assigned a fixed exchange rate, the limit rate. The limit rate order is executed as soon as the limit price is reached and, subsequently, becomes an FX transaction. If the limit is not reached by the time of the maturity, the system cancels the order. Forex Trading supervises the Spot rates for each limit order.

Minimum amount required for LO is CHF 250'000.- or counter value.

Functions

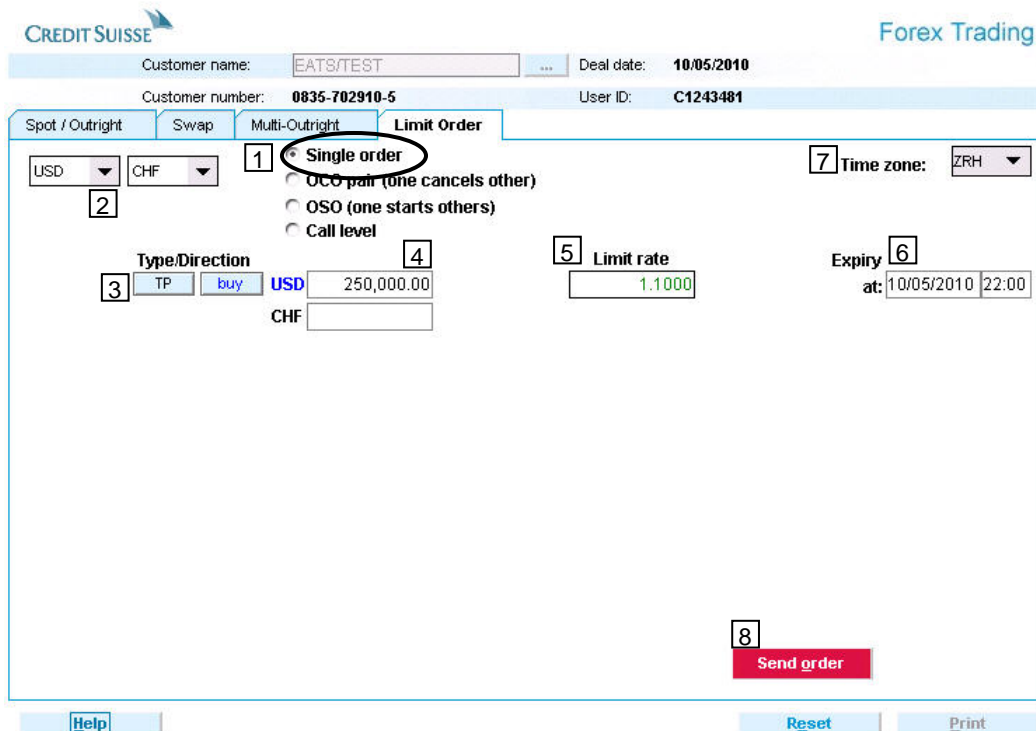
Forex Trading supports the limit functions Take Profit (**TP**) and Stop Loss (**SL**).

A TP order (buy or sell) is executed as soon as the limit price is reached. A SL order (buy or sell) is executed as soon as the rate limit is broken.

The execution of a SL order is done at the next achievable market rate: Therefore a SL purchase is always done above the order rate and a sale order always below. The rate achieved is normally only a few points away from the stipulated SL rate. However, substantial exchange rate deviations may arise in volatile or thin markets, as well as over a weekend.

LO are watched and executed Monday – Friday during 24h

4.4.1 Capture of Limit Order

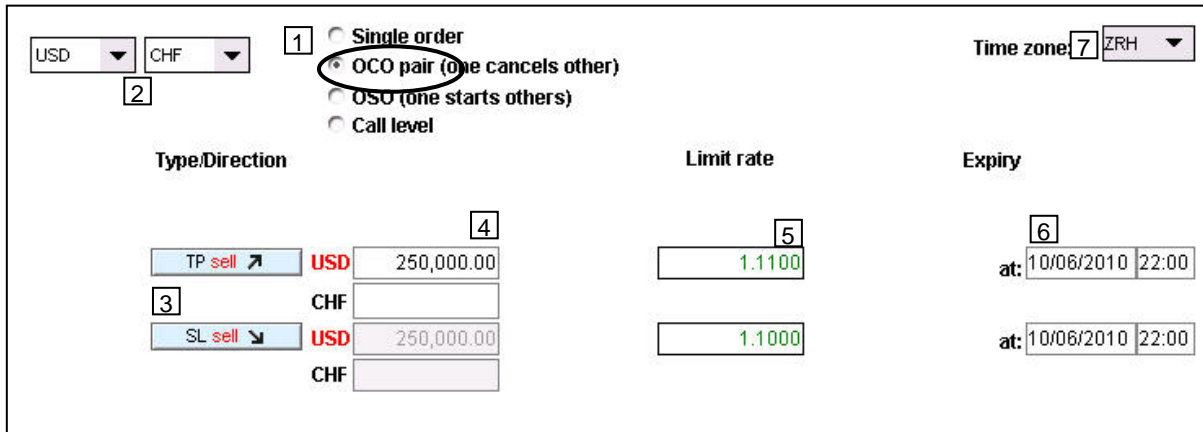


1. Select single order
 2. select currency 1 and currency 2
 3. select type and direction of trade
 - take profit (TP) / stop loss (SL)
 - buy or sell
 4. enter amount
please be aware that buy or sell is always related to currency 1 in this case USD
 5. enter limit rate
actual market rate shown have to be overwritten by limit rate
- Legend
- buy TP - limit rate is lower than actual rate
 - sell TP - limit rate is higher than actual rate
 - buy SL - limit rate is higher than actual rate
 - sell SL - limit rate is lower than actual rate
6. enter the expiry date and time of the order (dd.mm.yyyy, hh:mm)
 7. time zones: Zurich ZRH (MEZ), Singapore SIN (SGT), New York NYC (US/Eastern)
 8. by clicking " **Send order** " button the order is transmitted.

The order is confirmed by the system as soon as a reference number is assigned.

4.4.2 Limit Order “One Cancels the Other” (OCO)

An OCO order allows the combination of a Take profit (TP) and Stop loss (SL) limit order. One of the orders is automatically cancelled as soon as the other is executed.



Type/Direction	Limit rate	Expiry
TP sell ↗ USD 250,000.00	1.1100	at: 10/06/2010 22:00
SL sell ↘ USD 250,000.00	1.1000	at: 10/06/2010 22:00

1. select OCO
 2. select currency 1 and currency 2
 3. select type and direction of the trade
 - TP sell ↗
 - SL sell ↘
 - SL buy ↗
 - TP buy ↘
 4. enter amount
buy or sell is always related to currency 1
 5. enter limit rate
actual market rate shown have to be overwritten by limit rate
Legend
 - ↗ rate should be higher that market rate
 - ↘ entered rate should be lower than market rate
 6. enter the expiry date and time of the order (dd.mm.yyyy, hh:mm)
 7. Time zones: default Zurich ZRH (MEZ), Singapore SIN (SGT), New York NYC (US/Eastern)
- By clicking “ **Send order** ” button the orders are transmitted.

The orders are confirmed by the system as soon as a reference number is assigned.

4.4.3 Limit Order “One Starts the Other” (OSO)

The OSO order allows the combination of a Limit Start Order with a follow-up OCO or Limit Order so that only the Start Order is active at first. The System activates the OCO or Limit Order as soon as the Start Order is executed (if done order). With each OSO, the buy-sides for the Start Order and the follow-up order are in the opposite direction. For example, if the buy-side is selected for the Start Order, the sell-side is active in the follow-up Take Profit or Stop Loss order.

<input type="text" value="USD"/>	<input type="text" value="CHF"/>	<input type="text" value="1"/>	<input type="radio"/> Single order <input type="radio"/> OCO pair (one cancels other) <input checked="" type="radio"/> OSO (one starts others) <input type="radio"/> Call level	Time zone: <input type="text" value="8"/> <input type="text" value="ZRH"/>
<input type="text" value="2"/>				
<input type="text" value="3"/> Type/Direction		<input type="text" value="4"/>		<input type="text" value="6"/> Limit rate
start order	<input type="text" value="TP"/> <input type="text" value="buy"/>	<input type="text" value="USD"/>	<input type="text" value="333,000.00"/>	<input type="text" value="1.1000"/>
		<input type="text" value="CHF"/>		
<input checked="" type="checkbox"/> follow-up	<input type="text" value="TP"/> <input type="text" value="sell"/> ↗	<input type="text" value="USD"/>	<input type="text" value="333,000.00"/>	<input type="text" value="1.1090"/>
		<input type="text" value="CHF"/>		
<input checked="" type="checkbox"/> follow-up	<input type="text" value="SL"/> <input type="text" value="sell"/> ↘	<input type="text" value="USD"/>	<input type="text" value="333,000.00"/>	<input type="text" value="1.0850"/>
		<input type="text" value="CHF"/>		
		<input type="text" value="5"/>		
				<input type="text" value="7"/> Expiry
				at: <input type="text" value="10/06/2010"/> <input type="text" value="18:00"/>
				at: <input type="text" value="10/06/2010"/> <input type="text" value="18:00"/>
				at: <input type="text" value="10/06/2010"/> <input type="text" value="18:00"/>

1. Select OSO
 2. select currency 1 and currency 2
 3. select type and direction of the start order
 - TP buy or sell
 - SL buy or sell
 4. enter amount
 - buy or sell is always related to currency 1
 5. enter follow up order
 - Start order BUY
 - Follow up order TP sell ↗
 - SL sell ↘
 - Start order SELL
 - Follow up order SL buy ↗
 - TP buy ↘
 6. enter limit rate
actual market rate shown have to be overwritten by limit rate
Legend
 - ↗ limit rate is higher than actual rate
 - ↘ limit rate is lower than actual rate
 7. enter the expiry date and time of the order (dd.mm.yyyy, hh:mm)
 8. Time zones: Zurich ZRH (MEZ), Singapore SIN (SGT), New York NYC (US/Eastern)
- by clicking “ ” button the orders are transmitted.

The orders are confirmed by the system as soon as a reference number is assigned.

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4.4.4 Execution of Limit Order (LO)

If limit rate is reached, the order will be executed. Reference rates are the tradable exchange rates fixed by the bank including a customer margin. The LO deal is concluded as a Spot deal and is shown in Deal Blotter.

Limit Order Completion

Mode of Limit Order Completion can be selected -> Customization

- ON an executed Limit Order is booked automatically as a SPOT deal (default)
- OFF an executed Limit Order is "pending", manual completion by selecting maturity date

Manual completion of an executed Limit Order

- select active trade/order in Deal Blotter
- pending Limit Order is marked in orange
- select this order and click "Complete"
- Deal is shown in Deal Capture
- choose or enter maturity date
- click Get Rate
- Accept deal
- Wait for confirmation of the reference No.

SMS and/or Email Messages of executed and completed orders

If these services are activated (see customization 9.2) following messages are sent: (valid only for orders captured by Forex Trading user)

- Execution of a Limit Order
- if order has been completed by a CS Salesperson (as per separate instruction)
- reminder if pending Limit Order was not completed yet
- that pending Limit Order has been booked as SPOT if not completed by end of next day

Changing/cancellation of a Limit Order

- Choose Deal Blotter (5.1)
- select active LO
- click to LO
 - click to
 - Original LO is shown
 - Enter changes (amount, Limit; rate, validity)
 - Confirm by and wait for new reference number
- For cancellation
 - Click to
 - Original LO is shown
 - Click to and wait for new reference number

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4.5 Call Level

Instructs the bank to inform you when a defined price (Call level) is reached.

USD ▾	CHF ▾	2	1	5	Time zone: ZRH ▾
			<input type="radio"/> Single order <input type="radio"/> OCO pair (one cancels other) <input type="radio"/> OSO (one starts others) <input checked="" type="radio"/> Call level		
Call Level			3	Limit rate	4
			1.1200	at:	26/05/2010 22:00

1. select Call level
2. select currency 1 and currency 2
3. enter call level rate
4. enter the expiry Date (with exact date and time)
5. Select time zones: Zurich ZRH (MEZ), Singapore SIN (SGT), New York NYC (US/Eastern)

By clicking “ **Send order** ” button the order is confirmed and reference number for order is assigned.

Please note that call levels are only for information purposes. The bank has no obligation to deal on these rates.

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Changing/cancellation of a Call Level

The screenshot shows the 'Limit Order' form with the following details:

- Customer name: EATS/TEST
- Customer number: 0835-702910-5
- User ID: C1243481
- Deal date: 12/05/2010
- Time zone: ZRH
- Limit rate: 1.1200
- Expiry at: 26/05/2010 22:00
- Buttons: Change, Cancel, Print, Export, Send order

The Deal Blotter table contains the following data:

Ref No	User ID	Deal date	Deal time	Deal type	B/S	Curr 1	Curr 2	Amount curr 1	Amount curr 2	Maturity date	Spot rate
04719914	A367025	12/05/10	12/05/10 08:16	SPOT	B	USD	CHF	1.00	1.11	17/05/10	1.1128
04716315	A631434	11/05/10	11/05/10 11:21	SPOT	B	USD	CHF	250,000.00	287,500.00	14/05/10	1.1500
04715940	C1243481	12/05/10	11/05/10 10:38	SPOT	B	USD	CHF	0.00	0.00	17/05/10	1.1200

1. Open the Deal Blotter
2. Search call level that wants to be changed or cancelled and select it with a single click
3. Click on "change" (a) or "cancel" (b)
- 4a. New window with original call level appear
- 5a. Enter changed limit rate
- 6a. Confirm the change with the **Send order** button
- 4b. New window with original call level appear
- 5b. You confirm the cancelation with click on the **Cancel order** button

Notification

SMS and/or email of price limit reached

If these services are activated (see customization 9.2) following message is sent: (valid only for orders captured by Forex Trading user)

- Price limit of call level reached

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4.6 Troubleshooting

- No rates appear after Get Rate: Check if all data are captured accordingly and try again. After pressing Get Rate the following message is displayed: "**Competence limit is exceeded**". The defined maximum amount for the currency is exceeded; please check the amount captured and try again.
→ If problem still exists, call the Hotline and deal the amount by phone.
- After pressing Get Rate the following message is displayed: "**No rate available**" - The corresponding rate is not fed to the system or temporarily suspended. Call the Hotline and deal the amount by phone
- After pressing Get Rate or after pressing accept Deal the following message is displayed in a new window: "**Customer limit exceeded**" - your OTC trading limit is not sufficient; please contact your dealer or account manager.
- A window appears with the warning "**Bad internet performance**". Response time between your computer and our trading systems exceeds a certain time limit. This warning disappears as soon as response time improves again.
Despite this message you can continue using Forex Trading, but you have to be aware to wait longer than usual for responses, for trade execution the remaining time may be quite short or even expired.
If the Performance Indicator appears frequently using the Deal Capture module, please contact the Forex Trading Hotline.

5. DEAL BLOTTER

5.1 Function

Deal Blotter lists all active and (for a certain period) matured forex transactions (no options) registered under the customer relation number, included are all deals done by Forex Trading or telephone.

Transactions are always listed after pressing the button **Show**.

Double-click on a transaction shows full details.

Following **selection criteria** are available, whereas the symbol "*" means "all, without restriction":

- Buy / Sell (Deal direction)
- Currency / Currency pair
- Deal type (spot, swap, outright)
- Deal date (incl. from ... to)
- Deal status (active, matured, cancelled)
- Maturity date (incl. from ... to)

After having pressed the **Show**-button, list is filled with the data according to the selection criteria.

Reset cleans all entries.

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Sort functions are available and can be activated with the right mouse button on the header of a column (first click = ascending, second click = descending, third click = clear) followed by pressing **Sort**.

Save your selected sorts can be saved

5.2 Column descriptions

Ref No.	Reference Number of the concluded deal
User ID	Identification Number of the user /dealer who has concluded the deal
Deal Date	Display of the deal date
Deal Time	Display of the date the deal has been captured
Deal Type	Display of the deal type
Currency 1	Display of the first currency
Currency 2	Display of the second currency
Buy/Sell	Display of the dealing direction for the first currency (B/S)
Buy/Sell	Display of the dealing direction for the second currency (B/S)
Amount Curr 1	Display of the first currency amount
Amount Curr 2	Display of the second currency amount
Maturity date	Display of the maturity date
Spot rate	Display of the spot rate
Swap rate	Display of the swap rate
Dealt rate	Display of the rate the deal has been concluded
Status	Indication of the status of the deals

5.3 Export functionality

Click "Export", choose Excel or PDF and select the columns needed, confirm and save/print.

5.4 Save multiple configurations

Under "configuration" you can save multiple configurations with your pre-defined settings.



To save a configuration please choose a name and use symbol

Whenever a configuration setting is changed this is automatically stored under "last used"



Marks the currently selected configuration as default for next startup. It is also possible to mark one of the pre-defined configurations as default.



Deletes the profile as indicated in the combo box.

6. PRICE INFO (optional)

This dialog provides information about the rates for spot, outright and swap deals. The displayed rates are updated automatically.

6.1 Amount field

Amount can be set to specific value for currency 1 or currency 2

6.2 Currency pairs

Via the list boxes up to six currency pairs are selected.

6.3 Spot

In this line the spot rates are displayed after a currency pair has been defined. During the update the rates are highlighted in yellow. If no rate is displayed, the currency pair is not tradable with the indicated maturity. The green or red arrows indicate the rate trend.

6.4 Outrights

Via this list box the maturity is selected or a specific date (ddmmyyyy) can be entered for which the rates are to be shown. The corresponding value date is then displayed above the rates. In the respective line the forward rates are displayed. During the update the rates are highlighted in yellow. If no rate is displayed, the currency pair is not tradable with the indicated maturity. The green or red arrows indicate the rate trend.

6.5 Swaps

Via the first list box the maturity for the short leg of the swap is selected. The corresponding value date is then indicated below the currencies.

Via the second list box the maturity or a specific date (ddmmyyyy) can be entered for the long leg of the swap is selected. The corresponding value date is then indicated on the lower border of the group box for each currency pair.

During the update the swap costs are highlighted in yellow. If no swap costs are displayed, the currency pair is not tradable with one of the indicated maturities. The green or red arrows indicate the rate trend.

6.6 Deal Capture

If the mouse pointer is moved slowly across a rate, the field changes into a button. Clicking with the right mouse button on this button allows to toggle the traded currency. Via a double click on this button the respective deal capture dialog is opened defaulted with the selected currency pair, dealing direction and maturity.

Notice: Rates displayed in Price Info are for information only. Dealing rates (depending on amounts) will be shown in Deal Capture with "Get Rate"

7. POSITIONS OVERVIEW

7.1 Customer Positions FX

Positions overview shows the **net open position per currency pair and value date** of all forex transactions (no options) made under the customer relation number by Forex Trading or telephone. All deals are revalued at current market rates and overall (unrealized) profit/loss displayed in CHF, discounted at current interest rate.

Example:

Buy USD 1'000'000.- at 95.50 against JPY 95'500'000, value 05.12.xx

Sell USD 2'000'000.- at 96.50 against JPY 193'000'000, value 05.12.xx

Position net:

USD 1'000'000.- + JPY 97'500'000 revalued at actual market rate USD/JPY 96.00

P/L = JPY 1'500'000 at JPY/CHF 1.1200 = +CHF 16'800.00

discounted at 98.79% = CHF 16'596.72

The button **Revalue** or the browser function **Refresh** recalculates P/L at actual rates and new transactions are included (**it may take some time until new deals are processed**).

A **sort function** (mouse click on the column header) allows display by currency pair or value dates.

Print and export in excel file are available by pressing the correspondent button.

(The excel file sometimes needs to be saved to the disk and the filename has to be manually changed to *****.xls**)

7.2 Positions Summary for "currency pair – value date"

A Click on the symbol **Detail** displays all single transactions leading to the position, including revaluation details.

The button **Revalue** recalculates P/L at actual rates. With the browser function **Refresh** new transactions are included (it may take some time until new deals are processed).

Print and export in excel file are available by pressing the correspondent button.

7.3 Deal Ticket

By a click on the symbol ticket you get the details of a single deal.

Print function is available, but the print out does not represent the official deal confirmation.

7.4 Click to rollover

Allows to roll-over a selected position.

- click to **Rollover**
- in a new window deal capture screen data with the relating swap to the selected position is shown.
- start date is displayed

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- enter end date (maturity)
- click
- click to conclude the deal

Remark

Only Rollover with start date today, tomorrow or spot next is available.

7.5 Click to close

Allows to close a selected position.

- click to
- in a new window deal capture screen shows entries of a deal to square position.
- click
- click to conclude the deal

8. RATES AND CHARTS

Link to indicative foreign exchange spot and forward rates and related charts and access to other Market Rates and Information published by Credit Suisse „Quotes,,. (Charts currently not available)

9. CUSTOMIZATION

9.1 Limit Order Auto completion

Mode of Limit Order Completion can be selected

- ON an executed Limit Order is booked automatically as a SPOT deal (default)
- OFF an executed Limit Order is "pending" and can be completed manually (see 4.4 Limit Order Completion)
- save settings

9.2 Notification Service

Definition

Offers the possibility of an automatical notification for an executed order or attainment of a Call Level. (valid only for orders captured by Forex Trading user)

SecureMail of CS

- A separate contract for this service is required

Notification SMS Service

Configuration and activation for LO/Call Level notification via SMS.

- enter your phone number including country code, without blanks (example **+41791234567**)
- click save
- for security reason the system is sending a confirmation code to the captured phone number
- enter this code in field confirmation
- click box activation
- **Security Note has to be accepted**
- click

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International: +41 44 332 36 53

- service is activated

Notification Email Service

Configuration and activation of LO/Call Level notification via email.

- enter your email address (example **hans.muster@finanz.ch**)
- click save
- for security reason the system is sending a confirmation code to the captured email address
- enter this code in field confirmation
- click box activation
- **Security Note has to be accepted**
- click
- service is activated