CGSI FX MT4

USER GUIDE

Version 1.0

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1. EXECUTIVE SUMMARY

CGS International FX's online trading platform is fast, convenient, seamless and customisable. MetaTrader 4, also known as MT4, is one of the most widely known electronic trading platform for Forex trading. Developed by MetaQuotes Software and released in 2005, MT4 is packed with exciting features to fit the trading needs of online retail foreign exchange speculative traders. We provide the MT4 Trading Terminal available on desktop; and also MT4 Mobile Trading Application on both Android and iOS.

You can download CGSI MT4 with the following links below:

- **Desktop Terminal**

https://download.mql5.com/cdn/web/22960/mt4/cgsintlsecuritiessg4setup.exe

- **Mobile iOS**

https://download.mql5.com/cdn/mobile/mt4/ios?server=CGSIntlSecuritiesSG-CGSIntlSecuritiesSG

- **Mobile Android**

https://download.mql5.com/cdn/mobile/mt4/android?server=CGSIntlSecuritiesSG-CGSIntlSecuritiesSG

To download on **Mac OS**, you can follow the steps provided by MetaQuotes

https://www.metatrader4.com/en/trading-platform/help/userguide/install_mac

Apart from that, the user will be able to monitor the order status and manage the forex portfolio with ease. With just a click of the mouse, the user will be able gather relevant market information to make informed decisions.

2. SYSTEM REQUIREMENTS

Operating system: - Windows 7 and above

Processor: - 1.5 GHz or higher

RAM (memory): - 1 GB or higher

Internet connection: - 1.5 Mbps broadband or better

3. GETTING STARTED WITH CGSI MT4 TERMINAL

3.1   Installation of MT4 Desktop Terminal

   i.   Download MetaTrader 4 Terminal from our website at https://www.cgsi.com.sg/en/metatrader and run the file after download has completed.

   ii.   Carefully read and accept the MetaTrader 4 License Agreement prior to installation.

   iii.   Click **Next** to start the installation. This may take a few minutes.

iv.   After the installation has been completed, click on Finish to run the program. You will see this account opening screen. Choose the trading server **CGSIntlSecuritiesSG-CGSIntlSecuritiesSG** and click **Next**. You will be prompted to login to your trading account.
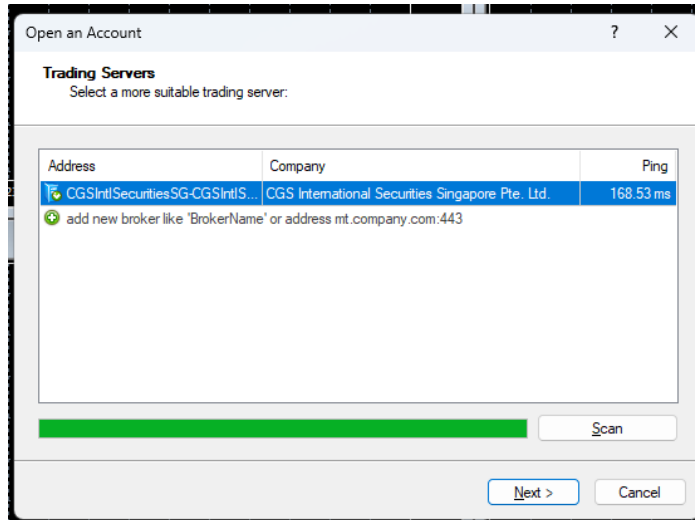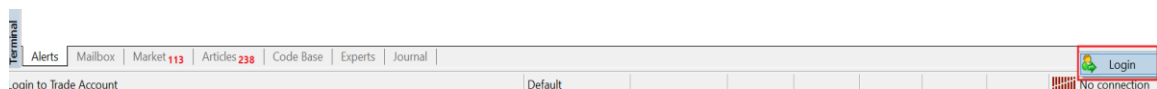

3.2   Login of Account

You will be prompted to login with your ID (Account Number) and Password upon launching of the MT4 platform.
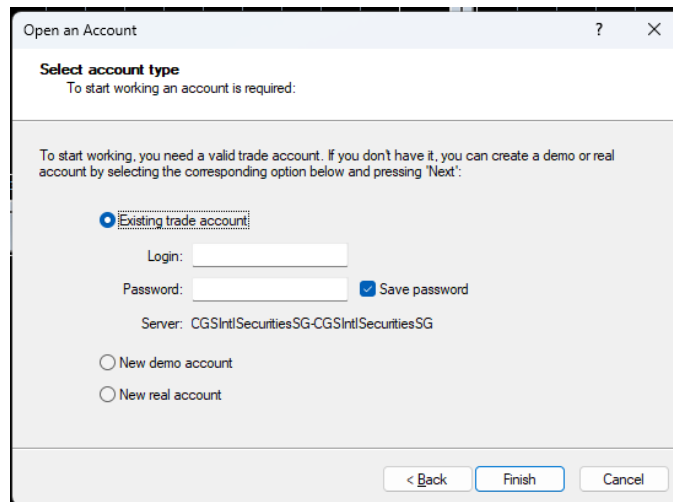
If the login box does not appear, you can launch it by clicking on the **File > Login to Trade Account**

i.   Logging in for the first time (New clients)

Your account number and first time login password will be sent to you via 2 separate emails.

Upon successful login, you are required to change your password and proceed to contact the FX Dealing Desk at **+65 6671-9908** to activate the trade access for your trading account. Our FX Dealing Desk is available from **Monday 6am to Saturday 6am (SGT, GMT +8)**.

Change password: **Tools > Options > Server tab > Change ("master" password)**
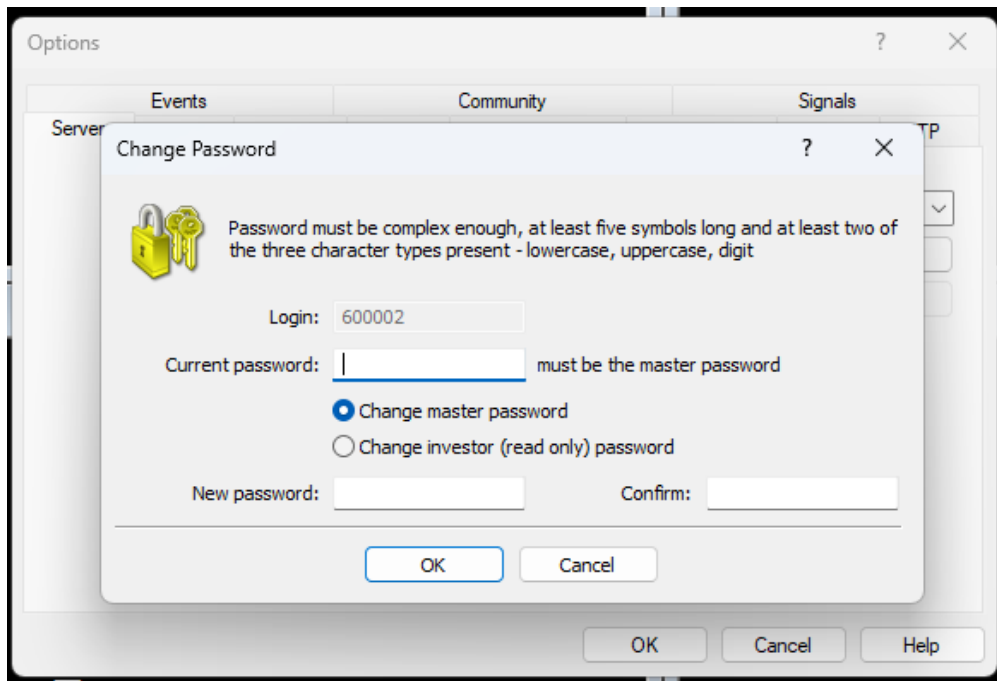

Trade access will only be enabled after you have changed your password at first login and after you have met the initial deposit requirements.

ii.   Existing clients

If the bottom right side of the platform screen is showing "no connection", it means that you are not logged in. You are successfully logged in if you see the connection speed at the bottom right side of the screen. Eg. 14/2 kb
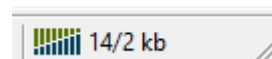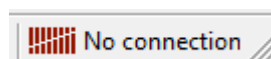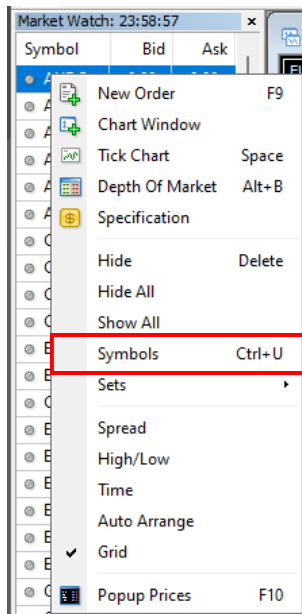
Should you be unable to log in, you can click on the Journal tab as shown below to identify what may have been the issue. E.g. Invalid account.
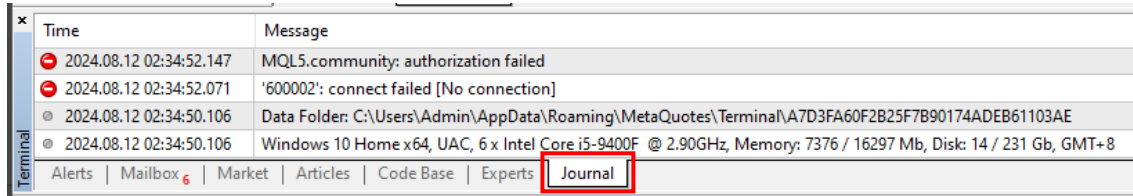
4. NAVIGATING THE PLATFORM

4.1   Market Watch Window

By default, some currency pairs will be shown in the Market Watch list. You can edit the list by right clicking and selecting on "Symbols" as shown below.

To **add a currency pair** into the Market Watch list, you have to select the currency pair of your choice and click "Show".

To **remove a currency pair** from the Market Watch list, you have to select the currency pair that you want to remove and click "Hide".

To **see the contract specification** for a currency pair, right click on the currency pair of your choice and click "Specification".
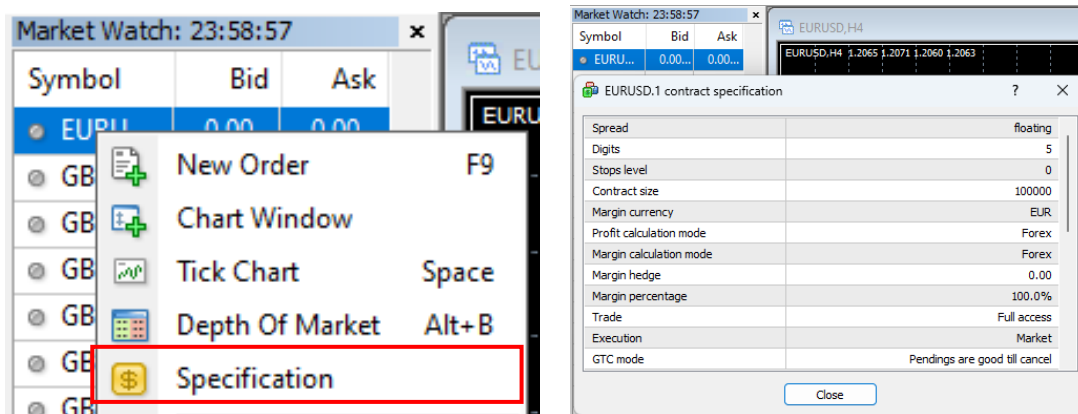
4.2 Order Ticket

To place a buy or sell order, you can launch the Order ticket by clicking on the currency pair on the Market Watch list.

The Volume column in the order ticket is defined by lot size. The standard contract size is 1 lot equals to 100,000 units.

For example, if you want to initiate a position of 10,000 units, you will have to input 0.1 into the Volume column.

The default order type is a "Market Execution Order".

A Market Order is an order that will be executed immediately at the current market price.

- Stop Loss: To liquidate your position when your indicated stop loss price is triggered to cut losses

- Take profit: To liquidate your position when your indicated take profit price is triggered to take your profits

- Comments: You can input notes for that particular trade which will be reflected in the Account History

If you do not specify a value for Stop Loss and/or Take Profit column, the order will be initiated without a stop loss or take profit price.
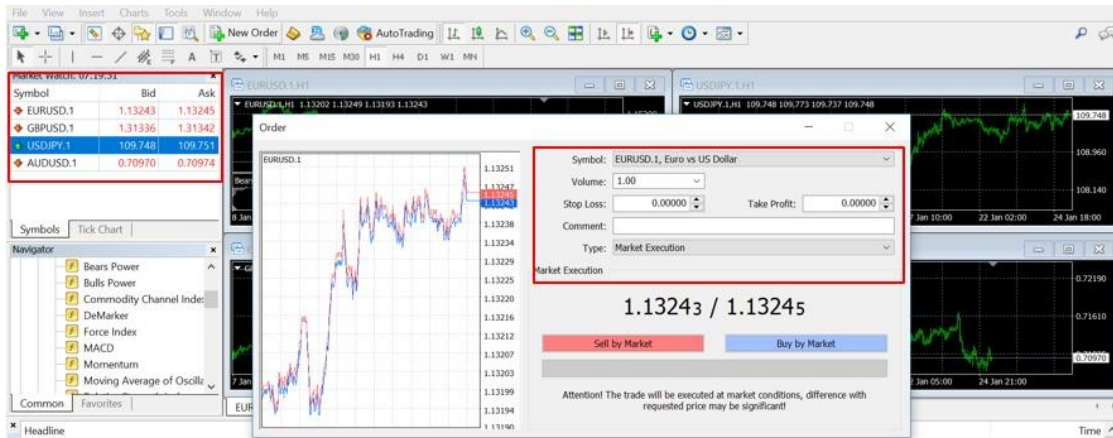
For order types other than Market Execution, select Pending Order at the dropdown box under "Type".

You are required to specify your desired execution price for Pending Order types. The option to set an expiry date (Good Till Date "GTD") for your order is also available.
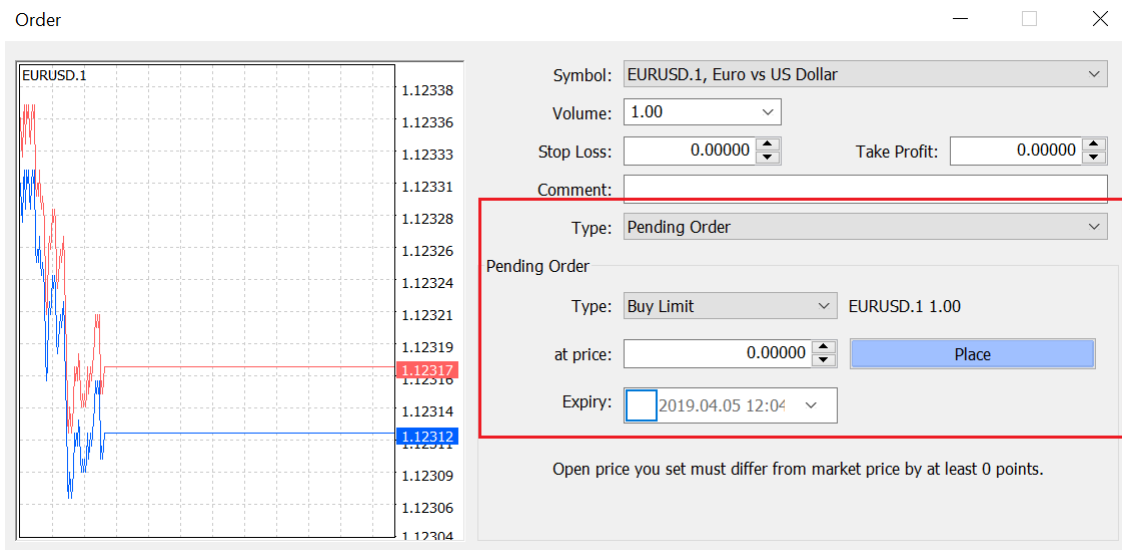
You can view all your orders under the "Trade" tab.

To cancel or amend a queuing order, right click on the specific order and click on "Modify or Delete Order".

To close an open position, right click on the specific order and click on "Close Order".

Please note that your positions will not be netted off if you initiate a new order in the opposite side for the same currency pair traded. It will result in an additional open position.

If you wish to partially close your trade, double click on the position, specify the volume that you wish to close and then press on the yellow button to close. (1 lot = 100,000 units)
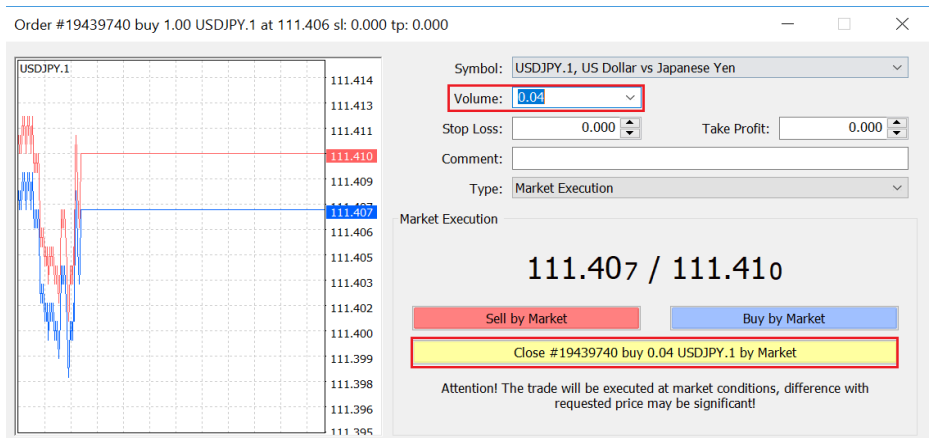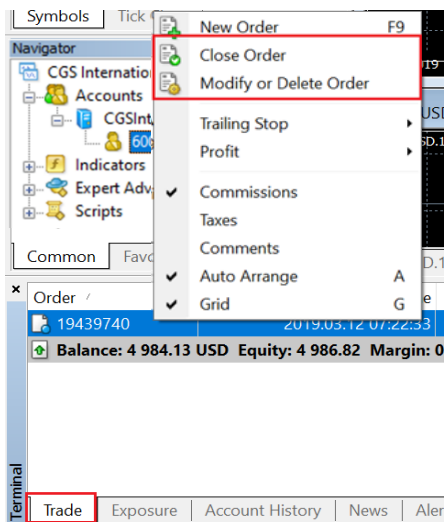
4.3   Order Types

Market Order

Market Order is a commitment to buy or sell a security at the current price. Execution of this order results in the opening of a trade position in which the security will be bought at ASK price and sold at BID price. Stop Loss and Take Profit orders can be attached to a market order.

Pending Order

Pending Order is a commitment to buy or sell a security at a pre-determined price in the future. The order will only be executed provided the future quote reaches the pre-defined level.

- Buy Limit Order – an order to buy a security at or below a specified price (order placed at or below current market price)

- Sell Limit Order – an order to sell a security at or above a specified price (order placed at or above current market price)

- Buy Stop Order – an order to buy a security when its price reaches the pre-defined point (stop price), in which it becomes a market order (order placed above current market price)

- Sell Stop Order – an order to sell a security when its price reaches the pre-defined point (stop price), in which it becomes a market order (order placed below current market price)

Trailing Stop Order

Stop Loss is intended for reducing of losses where the symbol price moves in an unprofitable direction. If the position becomes profitable, Stop Loss can be manually shifted to a break-even level. To automate this process, Trailing Stop was created.

Trailing Stop is always attached to an open position and works in client terminal, not at the server like Stop Loss. Trailing Stop order will only remain active when MetaTrader is running and connected to the internet. Your Trailing Stop order will not work if the terminal is off, but your Stop Loss order will remain active, assuming it was placed earlier than the Trailing Stop. Trailing Stop is not available on MT4 mobile trading application.

To set the trailing stop, right click on the specific outstanding position to find the Trailing Stop function. Select the desirable value of distance between the Stop Loss level and the current price.

 MT4 Trailing Stop will be activated when your trade is in the money. If the price changes in the more profitable direction, trailing stop will make the Stop Loss level follow the price automatically, but if profitability of the position falls, the order will not be modified anymore. Thus, the profit of the trade position is fixed automatically. After each automatic Stop Loss order modification, a record will be made under the Journal tab.
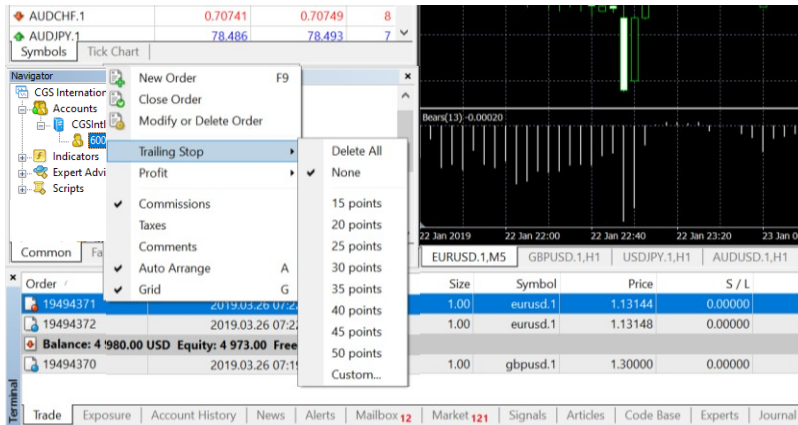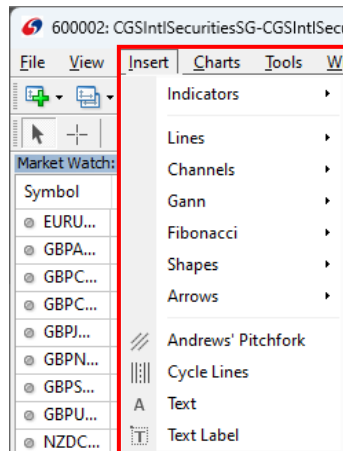
4.4   Navigator Window

Accounts will show you which trading server you are currently logged in to. Indicators will show you the list of indicators that are available on the platform.
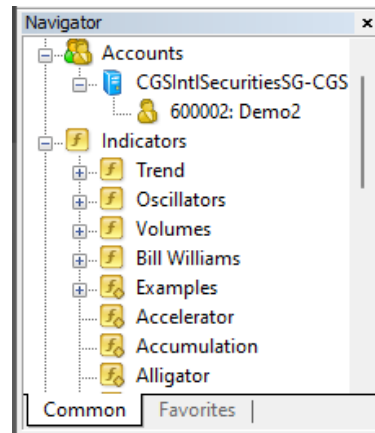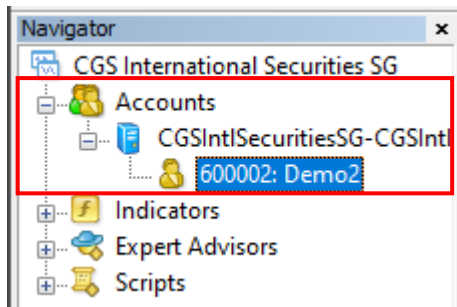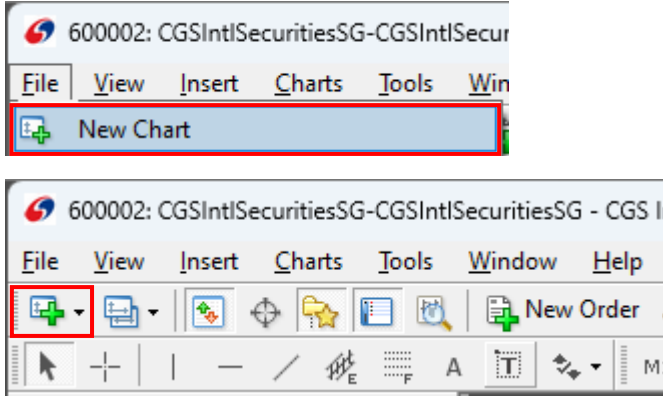

Alternatively, you can also add your preferred indicators and utilise other charting tools from the dropdown box by clicking on "Insert" at the top of the screen.

4.5   Charts

You can add charts by clicking on **File > New Chart** or click on the New Chart icon.

You can open up to 99 charts simultaneously, draw trend lines, change time frames, add in technical indicators and trading signals, etc. according to your trading preferences.

You can also customise your chart colours and other settings for your charts by clicking on **Chart > Properties**.
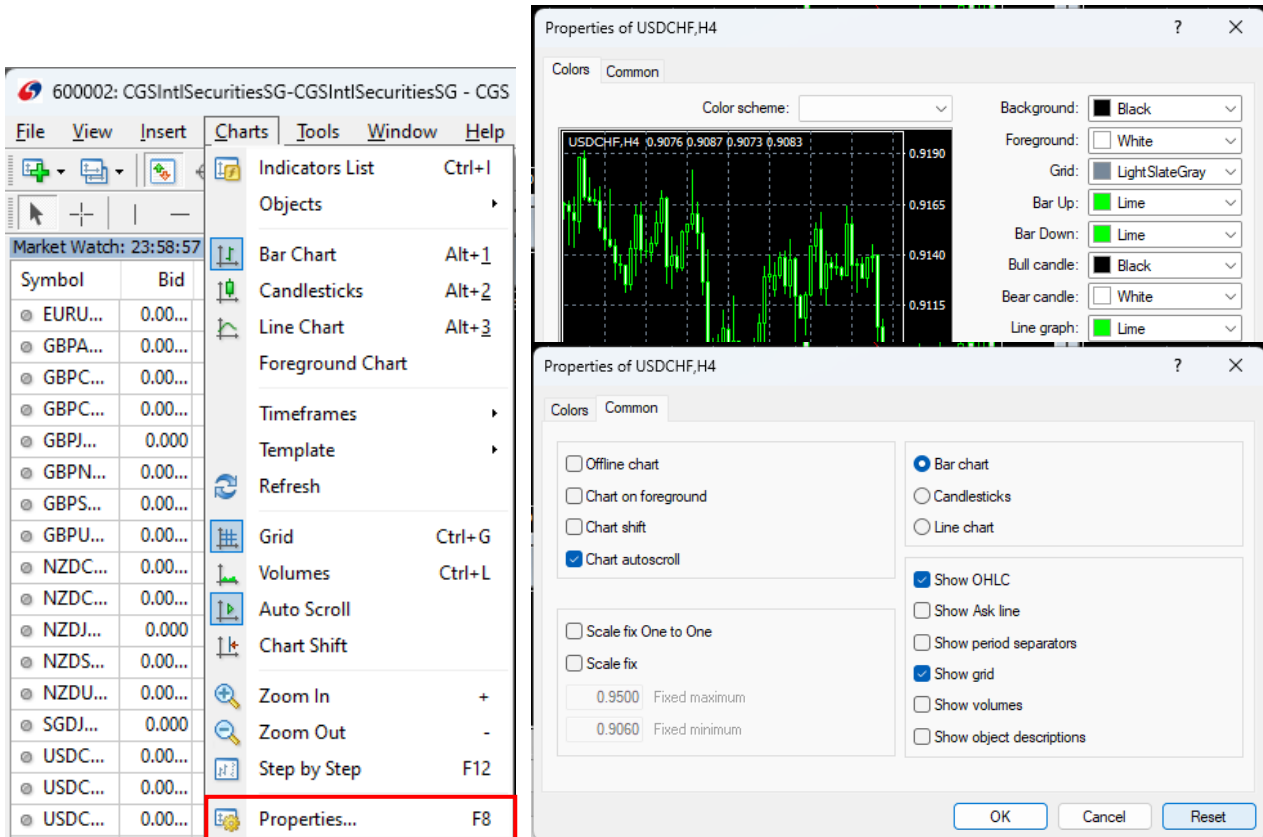
4.6 Trade Tab

Under the Trade tab, you can view your outstanding open positions and queuing orders.

4.7 Exposure Tab

Under the Exposure tab, you can view your current portfolio exposure, margin utilization, available margin for trading and cash balance of your account.

4.8 Account History Tab

Under the Account History tab, you can view your transaction history including total withdrawal and deposit, and total profit or loss from your trades.

You can view the report or detailed report on a particular transaction by right clicking on the transaction.
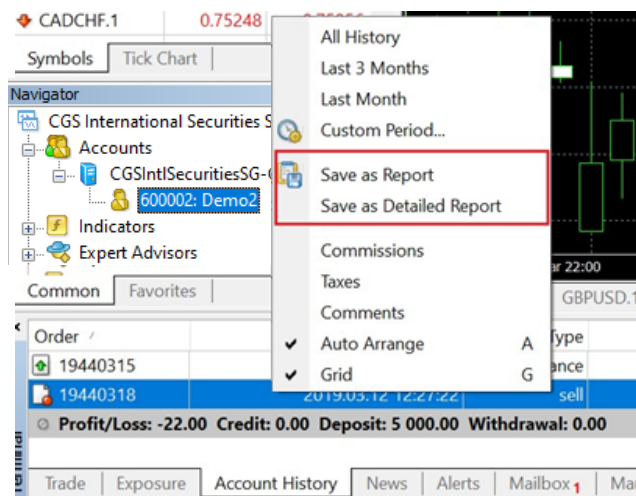
You can also drag and drop that particular transaction to the chart and it will automatically show you the entry and exit point for that trade.

4.9   Alerts Tab

Under the Alerts tab, you can set alerts for different currency pairs according to your preferred conditions, value, and duration, by right clicking and selecting "Create".
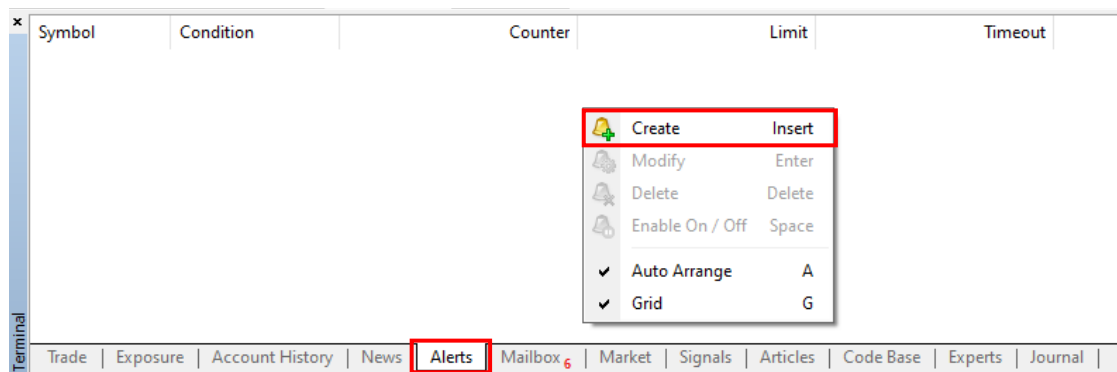
Once you have defined the conditions (Sound or Notification Pop Out), the alert will be created when you click on "OK".

The alerts created will be reflected at the Alerts tab.

You can edit an existing alert by double clicking on it.

4.10 Articles Tab

Under the Articles tab, you can view all the free articles that MT4 provides. These articles include market news, trading strategies and algorithms.
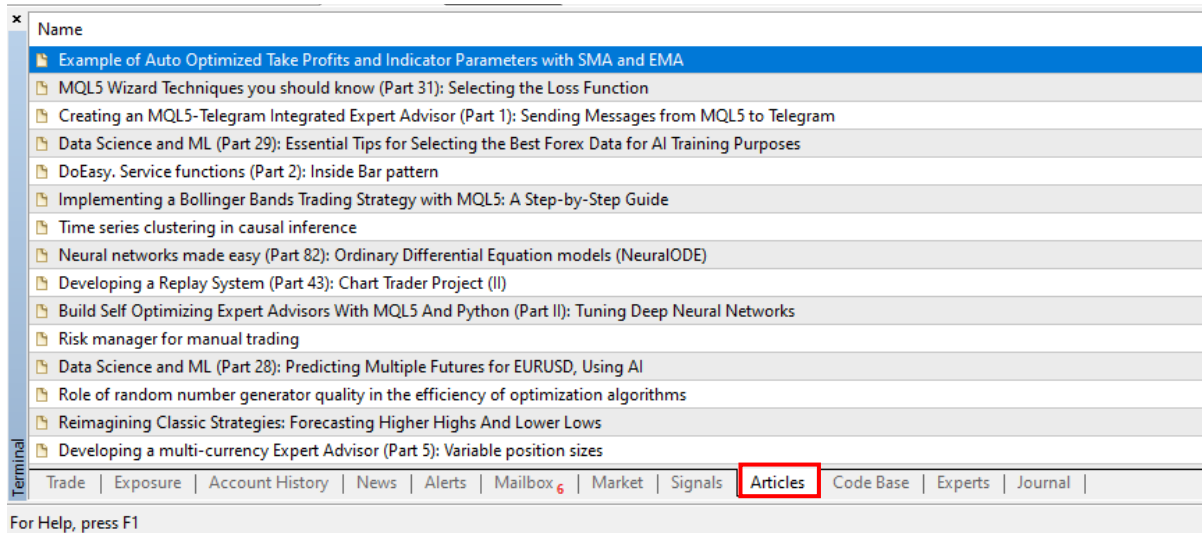
*These contents are provided by MetaQuotes and are in no way approved or recommended by CGS International Securities Singapore Pte. Ltd.

4.11 Code Base Tab

Under the Code Base tab, you can view all the relevant trading strategies algorithm that other users have posted that are provided by MT4. Do note that some are chargeable.

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You can also run your own written algorithm trading strategies on the MetaEditor system. MetaEditor will launch when you click on the icon as shown.
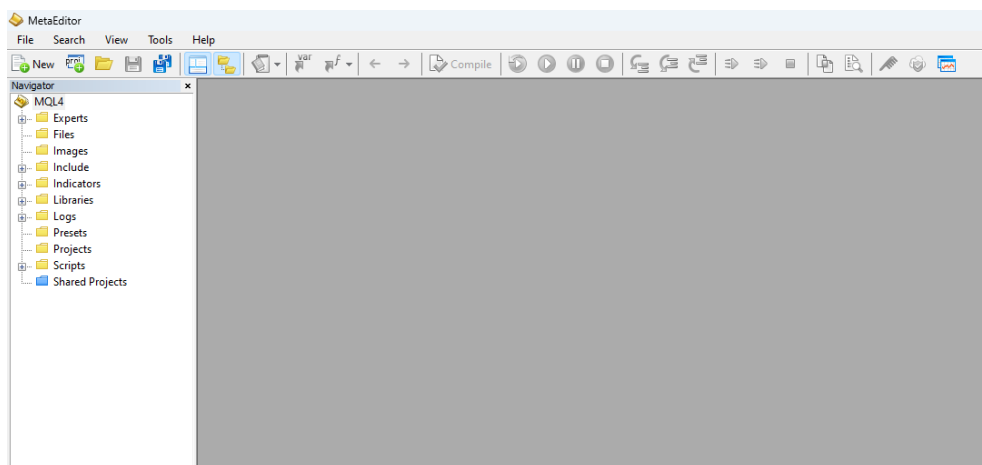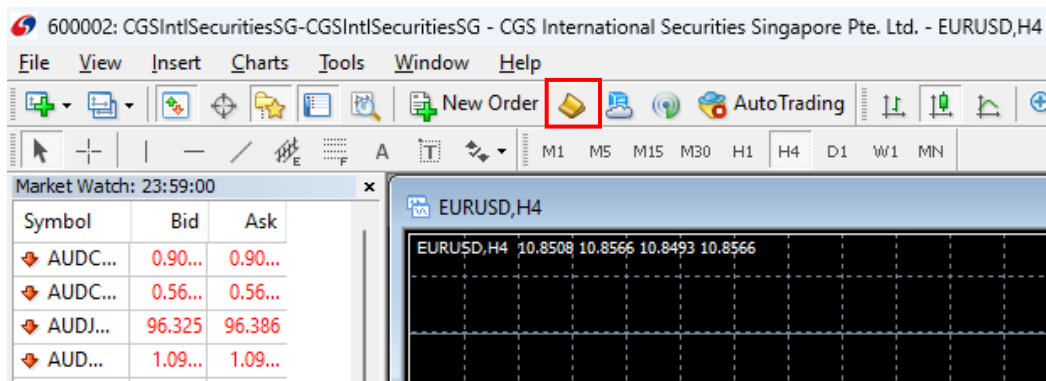
5. GETTING STARTED WITH CGSI FX MT4 MOBILE TRADING APPLICATION

5.1   Installation of MT4 Mobile Trading Application

Search for MetaTrader 4 on the Google Play Store (Android) or Apple App Store (iOS) and download the MetaTrader 4 mobile application.
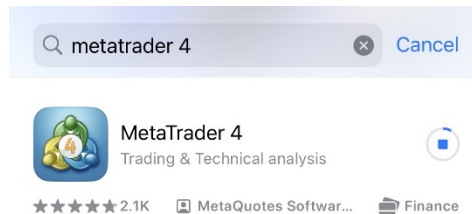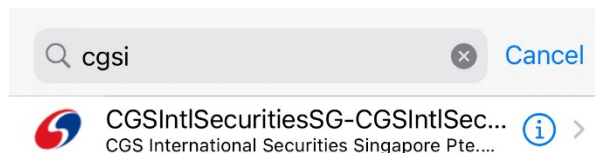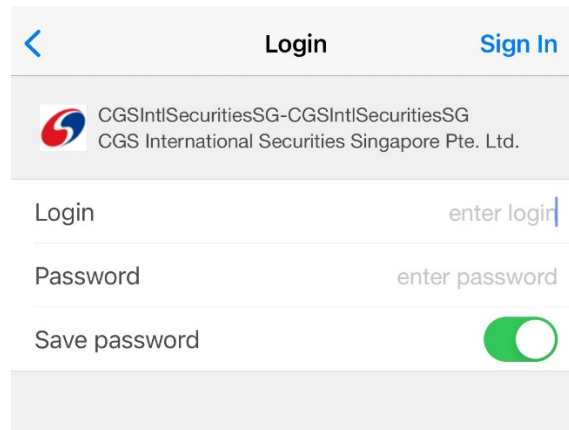

5.2   Login of Account

i.   After the application has been successfully downloaded, launch the application and click on **New Account > Login to an existing account** (under Manage Accounts for Android or Settings tab for iOS).
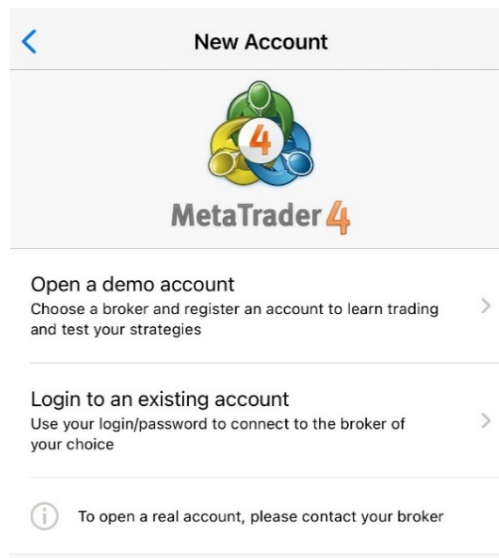
ii.   Search for "cgsi" and choose "**CGSIntlSecuritiesSG-CGSIntlSecuritiesSG**" server

iii.   Key in your Login ID and Password to login to your MT4 trading account.
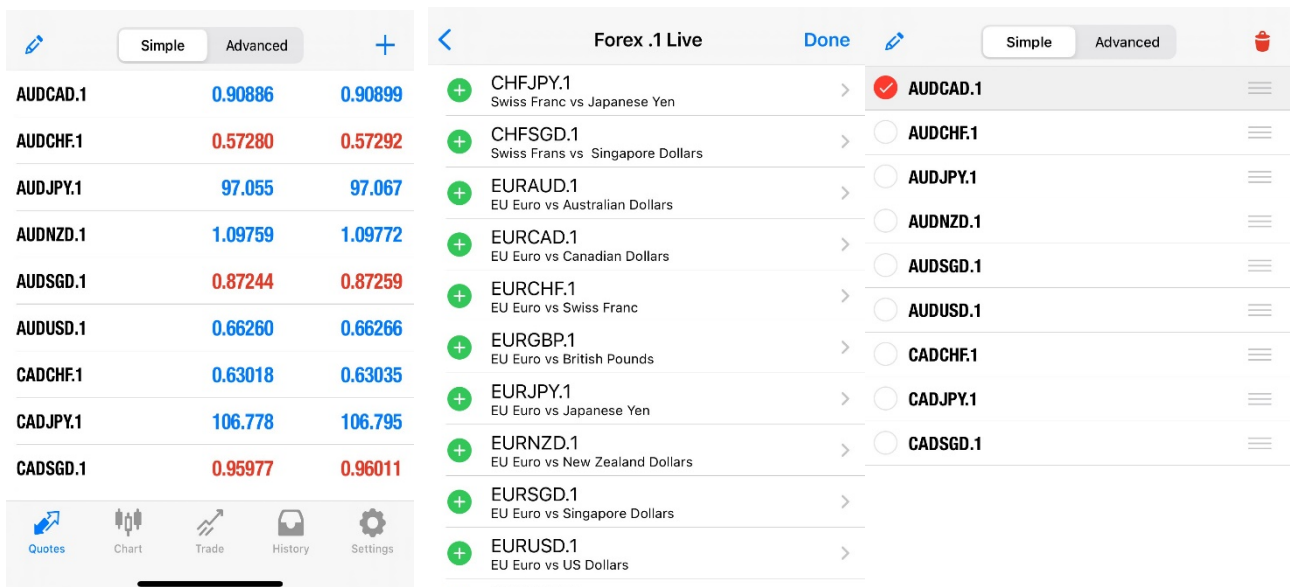
6. NAVIGATING THE MOBILE TRADING APPLICATION
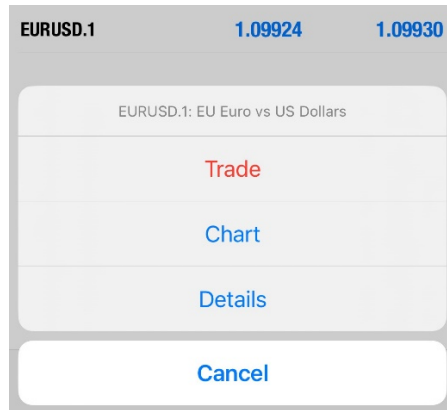
6.1   Quotes Tab

Under the Quotes tab, you can view the price quotes for currency pairs.

To **add/remove a currency pair** from the Quotes list, you have to select the icon on the top right corner of the screen before selecting a currency pair to add/delete.

A pop up will appear when you click on the currency pair on the Quotes screen.

To open the order ticket, select "New order" (Android) or "Trade" (iOS).

To view the chart, select "Open chart" (Android) or "Chart" (iOS).

To see the contract specification, select "Symbol properties" (Android) or "Details" (iOS).

6.2   Chart Tab

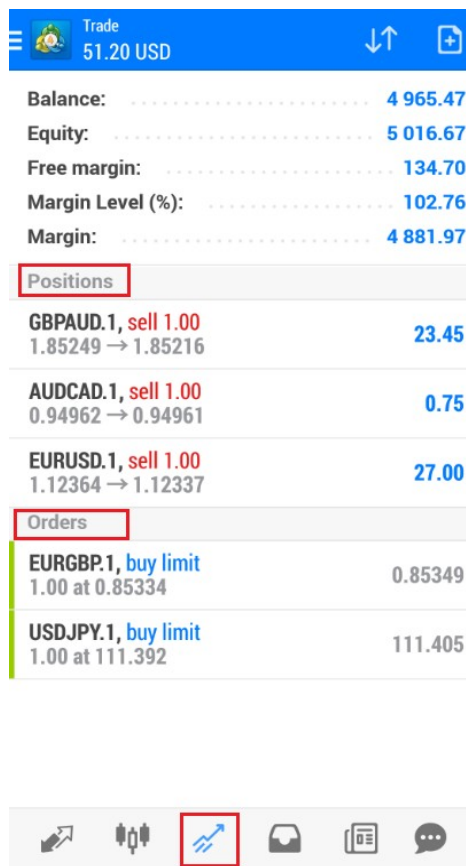Instead of opening a chart from the Quotes tab, you can view charts from the Chart tab as well.

You can customise your charting, change the chart timeframe, customise technical indicators and signals, draw trend lines, and also open an order ticket from the Chart tab.

You can view the chart in full-screen by rotating your device to landscape mode.

6.3   Trades Tab

Under the Trades tab, you will be able to view your overall account balance, equity balance, free margin available for trading, margin level and total margin utilised.

Your overall floating Profit or Loss is shown on the top left side of the screen.

You will be able to see all your outstanding open positions under "Positions" whereas your queuing orders will be listed under "Orders".

To close an outstanding open position, press and hold on the specific position and select "Close order" (Android) or "Close" (iOS).
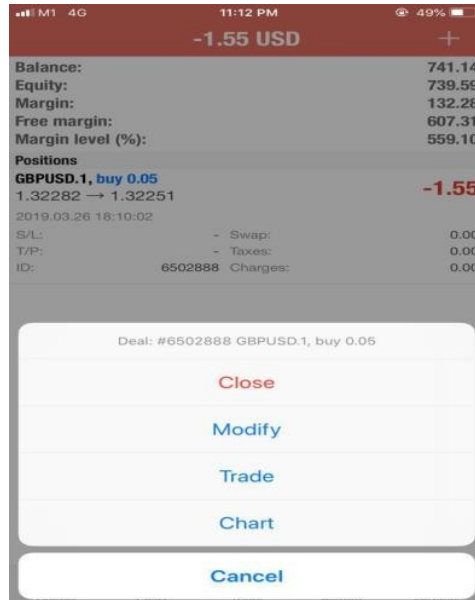
The order types available on the mobile application is the same as the order types on the desktop application. However, Trailing Stop order is not available on mobile application.

The default order type is "Market Execution".
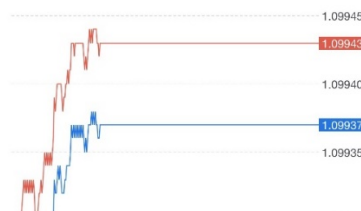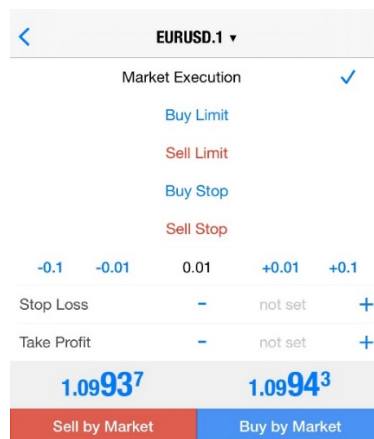
6.4 **History Tab**

Under the History tab, you can view all your transaction history, total profit or loss, account balance, deposit and withdrawal amount.

These information can be filtered by **Daily, Weekly, Monthly**, or a custom timeframe of your choice.