

## QUICK LINKS

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| › <a href="#">Specimen Signature Card (SSC)</a>                                  | <a href="#">[Procedure]</a> |

\* Submit duly-accomplished and signed form to:

[APS Office](#)

20<sup>th</sup> floor, The Peak Tower, 107 L.P. Leviste Street, Salcedo Village, Makati City 1227

\* E-mail pick up requests to [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph) for addresses within Metro Manila.

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- About Us
  - AP Securities, Incorporated (APS) is a full-service stock brokerage firm in the Philippines offering a wide array of client services and support products. The company is one of the top local, independent, non-bank affiliated PSE member-brokers in the country in terms of value turnover. Guided by its mission to increase the investors in the Philippine stock market, APS offered online brokerage services to widen its reach and increase the accessibility of its services to people around the world.
  
- Services Offered
  - Traditional Brokers
  - Online Trading
  - Research Reports
    - Daily Morning Notes
    - Daily Technical Report
    - Company Reports
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- Contact Information
  - **Business Address:**  
20<sup>th</sup> floor, The Peak Tower, 107 L.P. Leviste St., Salcedo Village, Makati City
  
  - **Telephone No.:**  
(02) 8848-2915
  
  - **Fax No.:**  
(02) 8848-2572
  
  - **E-mail Address:**  
[online@apsecurities.com.ph](mailto:online@apsecurities.com.ph)

- How To Open

1. At the home page [www.apsonline.com.ph](http://www.apsonline.com.ph), click "Open Account".
2. Fill up the APS Online trading account application forms.
3. Print and sign all 3 forms:
  - Customer Account Application Form (CAIF)
  - Online Trading Service Agreement (OTSA)
  - Specimen Signature Cards (SSC)

(Note: Printer is required for completing this application.)

4. Check your e-mail and click the verification link from APS Online. Assemble application documents and other requirements and submit it to 20<sup>th</sup> floor, The Peak Tower, 107 L.P. Leviste Street, Salcedo Village, Makati City.
5. Proceed to funding your account. [Link: [How To Fund Your Account](#)]
6. Wait for e-mail confirmation from APS that account has been activated and is ready for trading. You can then log in at [www.apsonline.com.ph](http://www.apsonline.com.ph) with your user name and password.

- Requirements

- Filipino Citizens

- 3 duly-accomplished and signed forms (CAIF, OTSA, SSC)
- 2 valid government- issued IDs (Any two of the following: Driver's License, Passport, SSS/GSIS ID, Senior Citizen's Card, Voter's ID, Government Office ID, PhilHealth Card, Professional Regulation Commission (PRC) ID, Seaman's Book, OFW ID, OWWA ID, Police or NBI Clearance)

- Overseas Filipino Workers (OFW)

- 3 duly-accomplished and signed forms (CAIF, OTSA, SSC)
- Photocopy of Passport
- Photocopy of another valid government-issued ID

- Resident Foreign Citizen

- 3 duly-accomplished and signed forms (CAIF, OTSA, SSC)
- Alien Certificate of Registration Identity Card (ACR I-Card), Work Permit from DOLE, or Permanent Resident Visa (PRV)
- Photocopy of Passport or National Identity Card

- Non-Resident Foreign Citizen

- 3 duly-accomplished and signed forms (CAIF, OTSA, SSC)
- TIN Number (for U.S. Citizens only)
- Photocopy of Passport
- Photocopy of another valid government-issued ID

- Legal Age Requirement

- Client must be at least eighteen (18) years of age.

- Minimum Amount for New Online Trading Accounts
  - Php 15,000
- Options To Fund Your Account
  - Via cheque deposit to our office.
    - Deposit your cheques at our office any time from 8:00 a.m. to 5:00 pm, Mondays through Fridays.

APS Address: 20<sup>th</sup> floor, The Peak Tower, 107 L.P. Leviste St., Salcedo Village, Makati City

- Deposit or transfer online to any of our bank accounts.
  - ▲ **Account Name: AP Securities, Incorporated**

Local	International (Remittances)
Bank: BDO Savings Account No. : 00 36 000 00 114	Bank: BDO Unibank, Inc. Dollar Savings Account No. : 1036 0032 8195
Bank: Metrobank Savings Account No. : 174-7-17451430-1	Swift Code: BNORPHMM Bank Branch Address: Ayala Triangle 1, GM-B G/F Tower 1, Ayala Triangle, Ayala Avenue, Makati City, Philippines
Bank: BPI Current Account No. : 001 681 0017 31	Company Address: 20/F The Peak Tower, 107 L.P. Leviste St., Salcedo Village, Makati City, Philippines
Bank: Security Bank Savings Account No. : 000 000 530 2367	
Bank: RCBC Savings Account No. : 400 107 9838	Bank: Metrobank Dollar Savings Account No. : 174-2-17400618-5
Bank: PNB Current Account No. : 143 8700 012 04	Swift Code: MBTCPHMM Bank Branch Address: Bankmer Bldg., Ayala Avenue, Makati City, Philippines
Bank: Bank of Commerce Account No. : 900 00 00 3288 4	Company Address: 20/F The Peak Tower, 107 L.P. Leviste St., Salcedo Village, Makati City, Philippines

- E-mail APS a copy of your deposit slip or transfer confirmation to [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph)
  - Transfer stockholdings from another stock brokerage.
    - You also have the option of transferring the equivalent value in shares of stock listed on the Philippine Stock Exchange to open your online trading account with us.
    - Download form, enter details, then print: [Letter of Authorization to Transfer](#)
    - Submit the duly-accomplished and signed form to your broker and to us (Attention: Rhodora Baricaua, Settlement Officer). We will coordinate the transfer with your existing stockbroker and update you via e-mail.
    - Transfer fee from originating broker may vary.
    - APS Transfer Fee: P 75 per stock (regardless of number of shares)

- For pick up requests, e-mail [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph) for addresses within Metro Manila.



- Transfer stockholdings from your Traditional Account with APS to Online.
  - Download form, enter details, then print: [Letter of Authorization to Transfer \(Traditional to Online\)](#)
  - Submit duly-accomplished and signed form to our office (Attention: Brian Bangayan, Accounting Officer).
  - For pick up requests, e-mail [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph) for addresses within Metro Manila.

#### Account Maintenance and Information [[Back to top](#)]

- Checking of Stock Position and Account Balance
  - You can check your positions and balances by clicking on the “Trading” tab, and on the secondary option, click “View Portfolio”. This will then display a summary of your listed stock positions with its current market value. You can also find your actual cash balance on this summary, along with your potential buying power. Your actual balance shows how much money you have while your buying power shows what is available for purchase after any committed values for posted orders (can be seen under “View Orders”). Your total equity value will display your total net worth by adding both your remaining cash balance and the market value of all your stock positions.
- Payment for Stock Purchases
  - Your cash account with APS Online will serve as the payment source for stock purchases. You can only buy as much as what can be purchased with your cash balance. Any proceeds generated by any stock sale will automatically be credited back into your cash account.
- What To Do When You Forget Your User Name or Password
  - Click “Forgot User Name”.
    - Enter your registered e-mail address, your last name, and the answer to your security question.
    - Your User Name will be e-mailed to you.
  - Click “Forgot Password”.
    - Enter your User Name and the answer to your security question.
    - A new password will be e-mailed to you.
    - Upon successfully logging in, please change your password. Take note that your new password must have an uppercase letter, a lowercase letter, a symbol, and a number.
- For Locked-Out Accounts
  - Using your registered e-mail address when you created your online trading account, send a copy of your valid ID and your request for a password reset to [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph).
- Password Change
  - Go to the “Main” tab and click “Account Info” under it.

- Enter your old password, preferred new password, and confirm your new password by entering it again. Again, your new password must have an uppercase letter, a lowercase letter, a symbol, and a number.
- Click "Update Password" when you're done.



- Changes in Personal Information
  - Enter desired changes in form before printing: [Update in Personal Information](#)
  - E-mail the duly-accomplished and signed form and 1 valid ID to [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph).
  - Upon receipt, we will immediately update your information in our system.
- Account Status Change
  - Online trading accounts may be temporarily suspended if they meet the following criteria:

Condition	Duration	Action
Zero Balance <sup>1</sup>	1 month	Account Suspension
Below Minimum Amount <sup>1</sup>	3 months	Account Suspension
No Activity <sup>2</sup>	1 year	Account Suspension

<sup>1</sup> For account reactivation requests, e-mail deposit slip to [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph) to meet the minimum amount of P 15,000.

<sup>2</sup> For account reactivation requests with sufficient portfolio, e-mail your full name and APS Online User Name to [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph).

- PSE Trading Hours and Schedule

Pre-Open		9:00 a.m. to 9:15 a.m.	
<input checked="" type="checkbox"/>	Enter orders	<input checked="" type="checkbox"/>	Cancel orders
<input checked="" type="checkbox"/>	Modify orders	<input checked="" type="checkbox"/>	No matching
Pre-Open No-Cancel Period		9:15 a.m. to 9:30 a.m.	
<input checked="" type="checkbox"/>	Enter orders	<input checked="" type="checkbox"/>	Cancel orders
<input checked="" type="checkbox"/>	Modify orders	<input checked="" type="checkbox"/>	No matching
Market Open		9:30 a.m.	
Continuous Trading		9:30 a.m. to 12:00 n.n.	
<input checked="" type="checkbox"/>	Enter orders	<input checked="" type="checkbox"/>	Cancel orders
<input checked="" type="checkbox"/>	Modify orders		
<input checked="" type="checkbox"/>	Automatic matching		
<input checked="" type="checkbox"/>	According to <a href="#">Revised PSE Trading Rules</a> and <a href="#">Implementing Guidelines</a> .		
Market Recess		12:00 n.n. to 1:00 p.m.	
<input checked="" type="checkbox"/>	Enter orders	<input checked="" type="checkbox"/>	Cancel orders
<input checked="" type="checkbox"/>	Modify orders	<input checked="" type="checkbox"/>	No matching
Trade Resumption		1:00 p.m.	
Continuous Trading		1:00 p.m. to 2:45 p.m.	
<input checked="" type="checkbox"/>	Enter orders	<input checked="" type="checkbox"/>	Cancel orders
<input checked="" type="checkbox"/>	Modify orders		
<input checked="" type="checkbox"/>	Automatic matching		
<input checked="" type="checkbox"/>	According to <a href="#">Revised PSE Trading Rules</a> and <a href="#">Implementing Guidelines</a> .		
Pre-Close Auction		2:45 to 2:48 p.m.	
<input checked="" type="checkbox"/>	Enter orders	<input checked="" type="checkbox"/>	Cancel orders
<input checked="" type="checkbox"/>	Modify orders	<input checked="" type="checkbox"/>	No matching
Pre-Close No-Cancel Period		2:48 to 2:50 p.m.	
<input checked="" type="checkbox"/>	Enter orders	<input checked="" type="checkbox"/>	Cancel orders
<input checked="" type="checkbox"/>	Modify orders	<input checked="" type="checkbox"/>	No matching
Run-off / Trading-at-Last		2:50 p.m. to 3:00 p.m.	
<input checked="" type="checkbox"/>	Enter Limit Orders (at Closing Price only)		
<input checked="" type="checkbox"/>	Modify orders		
<input checked="" type="checkbox"/>	Cancel orders		
<input checked="" type="checkbox"/>	Automatic matching (at Closing Price only)		
Market Close		3:00 p.m.	
Market Off-Hours		3:00 p.m. to 9:00 a.m.	
<input checked="" type="checkbox"/>	Enter orders (Queued the next trading day)		
<input checked="" type="checkbox"/>	Modify orders		
<input checked="" type="checkbox"/>	Cancel orders		
<input checked="" type="checkbox"/>	No matching		



- Placing an Order
  - Extended View
    - On the “Display” drop-down button, there is an “Extended View” option for screens with display resolution of at least 1280 x 800. If you click it, there will be a Quick Trade section on the extended right side of the page wherein you can easily buy and sell stocks with a shortcut to the “Trading” section. There are also shortcut buttons here if you want to immediately view your orders, your trades, or your portfolio. On the left side of the page, an extended Watch List will appear. Stocks that you want to keep track of can be encoded here. To edit the stock data you want to see, you can customize this under the “Tools” drop-down button, in “Market Monitor”. You can also click on the Market Glance if you want to see the movement of the PSEi, the top gainers and top losers, most actively traded stocks, and other market data.
  - Quotes
    - Under the “Quotes” tab, you can enter the stock code in the “Stock Info”. On that page, there is a buy and sell button that can immediately take you to the Order Page.
    - For the “Main Quote” section, there is a 5-tiered multiple bid pages where you can view several stocks at the same time. There is a bid and ask section where the volume of all the buyers and sellers for a particular stock can be viewed.
    - Under the “Broker Info”, the activity of all the brokers can be found there. The volume of bought and sold stocks, the average price, and value of stocks for each broker is reflected in the Broker Activity. For the Broker Rankings, the brokers are ranked according to their portfolio’s total value. The value of all the stocks they bought, the value of all the stocks they sold, and their net value are also indicated.
    - Under the “Market Stats”, this reflects the Most Active stocks, the Top Gainers, and the Worst Losers based on their last closing price.
    - Under the “Mkt Indices”, the Index Report reflects the changes in the index and the performance of all the sectors under it.
- Status of Orders

Legend	Definition	Description
O	Open	Order has been posted in the market and has no match yet.
PF	Partially Filled	Order that has been partially matched.
PRC	Processing	Order that is currently being processed by the system.
C	Cancelled	Posted order but eventually cancelled.
F	Filled	Posted order fully matched and done.
X	Rejected	Posted order rejected by the exchange, system, or broker.
Q	Queued	Order posted during off-market hours.
XP	Expired	Order is past the <a href="#">validity</a> .
UP	Unplaced	Order’s <a href="#">board lot</a> has changed due to price change. Posted price for an order breached the static threshold.
UT	Untriggered	Stop-loss feature.

- Charges and Fees
  - Commission: 0.25% or P20 for minimum volume traded, whichever is higher.
  - Other Charges

#### Buying Charges

Fee	Amount	Remarks
Commission	0.25%	Of the Gross Trade Amount
Value-Added Tax (VAT)	12%	Of Commission
Securities Clearing Corporation of the Philippines Fee (SCCP)	0.01%	Of the Gross Trade Amount

#### Selling Charges

Fee	Amount	Remarks
Commission	0.25%	Of the Gross Trade Amount
Value-Added Tax (VAT)	12%	Of Commission
Securities Clearing Corporation of the Philippines Fee (SCCP)	0.01%	Of the Gross Trade Amount
Sales Tax	0.60%	Of the Gross Trade Amount

Example:

Buying – Total fees for buying 20,000 shares of ABC at Php5.00/share

Fee	Computation	Amount
Commission	$(20,000 \times P5.00) \times 0.0025$	P 250.00
VAT	$P250 \times 0.12$	P 30.00
SCCP	$(20,000 \times P5.00) \times 0.0001$	P 10.00
<b>Total Buying Charges</b>		<b>P 290.00</b>

Selling – Total fees for selling 20,000 shares of ABC at P5.20/share

Fee	Computation	Amount
Commission	$(20,000 \times P5.20) \times 0.0025$	P 260.00
VAT	$P260 \times 0.12$	P 31.20
SCCP	$(20,000 \times P5.20) \times 0.0001$	P 10.40
Sales Tax	$(20,000 \times P5.20) \times 0.006$	P 624.00
<b>Total Selling Charges</b>		<b>P 925.60</b>

- Minimum Volume Per Trade

- Click the “Trading” tab, and there you will see the “Board Lot”. This contains the price range of a stock and the minimum volume per trade you can purchase of that stock for normal orders. It also shows the minimum fluctuation should prices change.
- Board Lot
  - For Normal Orders, the last adjusted closing price of a stock will determine the minimum lot size (called a ‘Board Lot’, see table below for reference) that the stock can be bought. Any amount higher to it must also be in the same increment with no partial lots.
  - Any change in board lot size will take effect the next trading day.

Board Lot

Currency Code	Minimum Price	Maximum Price	Fluctuation	Board Lot
PHP	0.0001	0.0099	0.0001	1000000
PHP	0.01	0.049	0.001	100000
PHP	0.05	0.249	0.001	10000
PHP	0.25	0.495	0.005	10000
PHP	0.5	4.99	0.01	1000
PHP	5	9.99	0.01	100
PHP	10	19.98	0.02	100
PHP	20	49.95	0.05	100
PHP	50	99.95	0.05	10
PHP	100	199.9	0.1	10
PHP	200	499.8	0.2	10
PHP	500	999.5	0.05	10
PHP	1000	1999	1	5
PHP	2000	4998	2	5
PHP	5000	1000000	5	5

- Odd Lot
  - Any amount of shares below the minimum board lot is considered an Odd Lot.
  - Traded in the Odd Lot Board and often priced at a discount to the stock’s market price.
  - Order posting is only allowed during the continuous trading period (9:30 a.m. to 12:00 n.n. and 1:30 p.m. to 3:15 p.m.).
  - Trading tab >>> New Order >>> Odd Lot Order
- Iceberg
  - A large volume order that is executed into smaller disclosed orders, publicly displaying only the specified portion instead of the full order quantity.
  - The Quantity (‘Qty’) is the total number of shares, while the Disclosed Quantity (‘Disc Qty’) should be at least 10% of the total.
  - Trading tab >>> New Order >>> Iceberg Order



- Validity of Orders (Different Terms)
  - Day
    - Valid until the end of the trading day only.
    - If the order posted is not matched within the day, it will automatically be cancelled.
    - Orders posted after the Market Close at 3:30pm will be queued the next trading day.
  - GTW
    - Good 'Til Week
    - Order is valid and posted in the system for a maximum of seven (7) calendar days, unless it has been matched.
  - GTM
    - Good 'Til Month
    - Order is valid and posted in the system for a maximum of thirty (30) calendar days, unless it has been matched.
- Editing of Placed Orders
  - Orders can be modified in the “View Orders” section as long as they have not yet been matched.
  - No editing of orders during the Market Posting (Pre-Open No-Cancel and Pre-Close No-Cancel) periods and during off-market hours.
- Cancellation of Placed Orders
  - Orders can be cancelled in the “View Orders” section. If the order has been partially filled, you can cancel the unfilled portion only.
  - No cancellation of orders during the Market Posting (Pre-Open No-Cancel and Pre-Close No-Cancel) periods.
- Broker-Assisted Posting of Orders (for Emergency posting only)
  - In the event that the system is down or an error occurs, you can still post your orders by calling our office at (02) 8848-2915 and our brokers will execute it for you. This broker-assisted posting of orders is charged 0.25%, same with the online trading.

- How To Deposit Stock Certificates
  - Download form and enter details before printing: [Specimen Signature Card \(SSC\)](#)
  - Submit the signed SSC, photocopy of your 2 valid IDs, and your stock certificates to our office at 20<sup>th</sup> floor, The Peak Tower, 107 L.P. Leviste Street, Salcedo Village, Makati City.
  - Personal appearance may be required by certain Stock Transfer Agents.
  - Standard fees by Stock Transfer Offices:

	Bank	Non-Bank
Per Stock (Any number of shares)	₱ 100.00	₱ 100.00
Per Certificate	₱ 20.00	₱ 20.00
VAT (12% of total)	–	₱ 14.40
<b>Total Fees</b>	<b>₱ 120.00</b>	<b>₱ 134.40</b>

- Once cleared by the transfer agent, we will credit the shares to your online trading account.
- Transferring Stockholdings To Another Broker
  - Download form and enter details before printing: [Authorization Letter - Transfer](#)
  - Submit the duly-accomplished and signed form to our office at 20<sup>th</sup> floor, The Peak Tower, 107 L.P. Leviste Street, Salcedo Village, Makati City and the receiving broker.
- Withdrawing the Proceeds from a Stock Sale
  - Download form and enter details before printing: [Fund Withdrawal](#)
  - E-mail the duly-accomplished and signed form and 1 valid ID to [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph).

- Proof of Transactions
  - You can view your stock purchases under the “Trading” tab in the “View Portfolio” section.
  - You can view your Statement of Account (SOA) in the “Main” tab, under “Account Info” uploaded on a monthly basis.
  
- Security Features
  - Please make sure you are logging in to <https://www.apsonline.com.ph>, with a padlock displayed in your browser.
  - Automatic log-out for sessions that have been inactive for 15 minutes to protect your idle account.
  - Password required for every transaction to protect your portfolio.
  
- Data Privacy Act
  - Republic Act 10173 – Data Privacy Act of 2012
    - To protect the privacy of individuals while ensuring free flow of information to promote innovation and growth.
    - Regulates the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of personal data.
    - Ensures that the Philippines complies with international standards set for data protection through the National Privacy Commission.
  - The National Privacy Commission protects individual personal information and upholds the right to privacy by regulating the processing of personal information.
  - Download: [APS Data Privacy Manual](#)

#### Technical Queries [[Back to top](#)]

- Internet Browser Compatibility
  - This site is best viewed using Safari 5, Google Chrome, or Mozilla Firefox 4.
  
- Compatibility of System with Other Gadgets (android, tablets, etc.)
  - The website can be viewed in any android or apple phone or tablet with internet access.
  
- Internet Connection Speed
  - Website performance dependent on user’s telecommunications provider, type of data connectivity, location, and gadget capability.

- Charts
  - Static Chart: Price performance in the last three quarters with minimal customization.
  - Dynamic Chart: Fully customizable with real-time data and a wide array of technical indicators.
- Research Reports
  - › Uploaded on the website on a regular basis. To join our mailing list and to receive the reports in your inbox, send your full name and e-mail address to [online@apsecurities.com.ph](mailto:online@apsecurities.com.ph).
    - Morning Notes
      - Pre-market trading report that includes the previous close of local and some foreign indices, PSE index gainers and losers from the previous day, all the current market-moving news in major newspapers and our analysis and recommended strategy for each.
    - Daily Technical Report
      - Select technical recommendation for chosen stocks.
    - Earnings Update
      - Most recent financial performance analysis of companies with the corresponding recommendation and strategy.
      - Quarterly earnings summary for blue chip stocks with price targets.
    - Company Updates
      - Timely reports for companies with significant changes to the business and the estimated price target.
    - Comp Sheet
      - Stocks table which contains the summary of recommendations and key ratios for blue chips.
    - Special Reports
      - Initiating coverage on new stocks, industry analysis, or sector analysis based on prevailing market conditions.
- Announcements
  - Public Announcements can be found on the home page of [www.apsonline.com.ph](http://www.apsonline.com.ph).
  - Private Announcements can be found upon logging in, under the “Main” tab on the Home Page section.
- PSE Market News
  - Disclosures to the PSE website can be found under the “Main” tab below the “Announcements” section or under the “News” tab.