

# **Trading Business Operation Manual**

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Ver. 3.0

Yangon Stock Exchange Joint-Venture Company Limited

-Revision History-

Version	Revision Date	Pages	Contents
1.0	March 2016	-	Newly created
2.0	March 2018	3 & 6	Amended for increasing matching times
3.0	March 2020	1 to 11	Amended for increasing matching to 7 times

Contents	Remarks
<p><b>I. Introduction</b></p> <p>This Business Operation Manual describes operations of stock trading on the YSX market to be conducted between Yangon Stock Exchange (YSX) and trading participants.</p>	
<p><b>II. Outline of Trading</b></p> <p><b>1. Auction trading</b></p> <p><b>(1) Order placement (from 9:30 am to 1:00 pm)</b></p> <p>From the start of the order acceptance period, 9:30 am, to the end of trading hours, 1:00 pm, trading participants shall place orders to order books of YSX’s system via their order placement systems.</p> <p>When trading participants place an order on order books, detailed items of the order must be clarified in the message.</p> <p>* Refer to Section 11. “Details of Orders” in the Trading Business Regulations.</p> <p><b>(2) Matching (10:00 am, 10:30 am, 11:00 am, 11:30 am, 12:00 pm, 12:30 pm and 1:00 pm)</b></p> <p>Orders are matched at <b>10:00 am, 10:30 am, 11:00 am, 11:30 am, 12:00 pm, 12:30 pm and 1:00 pm</b> by call auction method.</p> <p>* Refer to Section 8. ”Matching Methods” in the Trading Business Regulations.</p> <p>When a trade has been effected, YSX shall immediately report its details to trading participants.</p> <p>YSX transmits executed order information via its system to participants.(after 4:00 pm)</p> <p><b>2. Block Trading</b></p> <p><b>(1) Order placement (from 9:30 am to 1:30 pm)</b></p> <p>If a trading participant intends to conduct a block trading, such trading participant shall send the order application to YSX by email or FAX.</p>	

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<p>* When trading participants place orders for block trading, details of orders must be clarified in the written order application.</p> <p>* Refer to Section 11. “Details of Orders” in the Trading Business Regulations.</p> <p><b>(2) Order confirmation and matching orders (from 9:30 am to 1:30 pm)</b></p> <p>YSX shall check whether there are no discrepancies between corresponding orders sent for a block trading.</p> <p>If YSX finds any discrepancies or lacks of information in an order form, YSX shall contact the trading participant and request them to modify and resubmit the order application.</p> <p>When YSX confirms that there are no discrepancies, transaction is executed. YSX shall fix the execution time and write it in the order application (faxed by trading participant) then apply its seal.</p> <p>* Refer to Section 8. “Matching Methods” in the Trading Business Regulations.</p> <p>YSX shall send execution notices (*) regarding block trading to trading participants by email or FAX.</p> <p>* The received order applications with the execution time and YSX’s seal as an approval.</p> <p><b>3. Settlement day</b></p> <p>Trade shall be settled on the third business day following the trade execution day.</p>	
<p><b>III. Outline of Trade Monitoring</b></p> <p><b>1. Checking material information (from 9:00 am to 5:00 pm)</b></p> <p>In case YSX identifies material information, having significant impact on making investment decision of investors, defined the Guideline of Trading Suspension, YSX may promptly suspend trading of the stock related to the material information.</p> <p>YSX will resume the trading of the suspended stock 90 minutes after the official announcement by the listed company is put on YSX’s website.</p>	

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<p><b>2. Checking connections with Trading Participants (from 8:00 am to 2:00 pm)</b>  YSX shall check connections between YSX systems and trading participant systems. If YSX detects serious connection failure and deems the failure to affect huge impact on investors, YSX may suspend all stocks transaction of the day in accordance with Section 17. “Trading Suspends” of the Trading Business Regulations.</p> <p><b>3. Checking system operations status (from 8:00 am to 5:00 pm)</b>  YSX shall check the YSX system operation status during work hours. If YSX detects serious status failure of the system before or during trading hours, YSX may suspend all stock transactions of the day in accordance with Section 17. “Trading Suspends” of the Trading Business Regulations.</p> <p><b>4. Checking orders and executions (from 9:30 am to 1:00 pm)</b>  <b>(1) Identifying irregular orders</b>  YSX will monitor irregular orders placed on the order book during trading hours, whose orders’ size meets the defined amount as a large order set by YSX.</p> <p>In case where YSX detects placement of such large order on the order book, YSX will confirm the details of the order and then contact to the trading participant placing the order. YSX may suspend trading of the stock if YSX deems necessary to do that.</p>	
<p><b>IV. Error Trade Correction</b>  <b>1. Introduction</b>  Trading participants are able to apply for error trade correction of “correction of executed order” such as, but not limited, principal/agency flag and/or “creation of execution” such as order forgetfulness only in case where a trading participant has fault to send different order from customer’s original order to YSX and the order is executed at YSX, or the participant forgets to send customer’s order to YSX.</p>	

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<p><b>2. Application (by 1:00 pm of T+1 day)</b></p> <p>If a trading participant wishes to make an error trade correction, the participant shall send application of the error trade correction with required documents to YSX by email or FAX and inform of YSX by phone of its intent. The deadline of application is 1:00 pm of the following working day of the execution (T+1 day).</p> <p>YSX will confirm the application and required documents of error trade correction and approve it if the application deems appropriate. If YSX does not give an approval of error trade correction until 3:30 pm of the execution date (T day), YSX will inform the approval of the trading participant on next working day (T+1 day).</p> <p>YSX shall inform the approval of the trading participant by email or FAX.</p> <p>The trading participant inserts the error trade correction data into its ICT system in case of correction of executed order meanwhile both YSX and the trading participant insert the data in case of creation of execution.</p>	
<p><b>V. Preparing Statistics and Market Data Publication</b></p> <p><b>1. Outline</b></p> <p>YSX shall publish statistics on a post-auction, daily, monthly, and annual basis.</p> <p><b>2. Post-auction at 10:00 am, 10:30 am, 11:00 am, 11:30 am, 12:00 pm, 12:30 pm and 1:00 pm</b></p> <p><b>(1) Publishing market data (after 10:00 am, 10:30 am, 11:00 am, 11:30 am, 12:00 pm, 12:30 pm and 1:00 pm)</b></p> <p>YSX shall publish the data of execution time, stock names, prices, trading volumes and values on its website.</p> <p><b>(2) Daily report (uploaded after 2:00 pm)</b></p> <p>YSX shall publish a daily report including execution time, stock names, prices, trading volumes and values on “Historical data” page of its website (including data of the block trading).</p>	

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<p><b>(3) Monthly report</b> (Same data field as daily report but on a monthly basis)</p> <p><b>(4) Others (Annual)</b> (Same data field as daily report but on an annual basis)</p>	
<p><b>VI. Maintenance information</b></p> <p><b>1. Outline</b> Where a listed company conducts corporate action (CA), YSX announces it and related information, such as changes in the base price, on its website.</p> <p>YSX transmits corporate action information via its system to participants system after 4:30 pm.</p> <p>(In case of stock split, etc.)</p> <p><b>2. Maintenance</b> In case where a listed company conducts a stock split, etc., YSX may adjust the base price for the stock if necessary.</p> <p>YSX will set adjusted base price for the next working day after 2:00 pm of one working day prior to the stock split day.</p> <p><b>3. Announcing Completion of Maintenance</b> YSX transmits corporate action information (after 4:30 pm) and base price information (after 4:15 pm) via its system to participants systems.</p> <p>YSX shall also make an announcement of such information and changes of the base prices on its website.</p>	
<p><b>VII. Trading Suspensions and Resuming Trading (between 9:00 am to 1:00 pm)</b></p> <p><b>1. Outline</b> YSX may suspend trading of one or all listed company in the following cases:</p>	

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<p>(i) where there is something that is likely to have a significant impact on investors' investment decisions;</p> <p>(ii) where there is an irregularity in the trading conditions;</p> <p>(iii) where a problem has occurred that affects the stability of the trading systems;</p> <p>(iv) where there is a possibility of breaking trades; or</p> <p>(v) where the Exchange deems that it is inappropriate to continue trading.</p> <p>The following are the operational procedure for a trading suspension falling under a case described above.</p> <p><b>2. Trading Suspensions</b></p> <p><b>(1) Announcing Trading Suspension</b></p> <p>When stock trading of a listed company is suspended due to publishing material information, YSX shall make a notice of the suspension immediately by email or FAX to trading participants and on the website.</p> <p><b>3. Resuming Trading</b></p> <p><b>(1) Disclosure by the listed company</b></p> <p>The listed company whose stock trading is suspended due to publishing material information shall make an official announcement about the information on YSX's website. YSX will continue to suspend the stock trading until the company's official announcement.</p> <p><b>(2) Announcing the Resumption of Trading</b></p> <p>YSX resume the stock trading of the company 90 minutes after the company makes an announcement on YSX's website. When YSX decides to resume the stock trading, YSX shall make a notice immediately by email or FAX to trading participants and on the website.</p> <p>* In case resume time is less than 15 minutes ahead of either matching hours, <b>10:00 am, 10:30 am, 11:00 am, 11:30 am, 12:00 pm, 12:30 pm and 1:00 pm</b>, YSX doesn't conduct order matching at the hour.</p>	



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<p><b>VIII. Handling of Erroneous Order Placement and Trade breaking (between 9:30 am and 1:00 pm)</b></p> <p>In case a trading participant places an erroneous order on an order book of a listed company, YSX may suspend stock trading of the company or may break executed trade in order to avoid market confusion.</p> <p><b>1. Outline</b></p> <p>If an order which seems to be placed erroneously on an order book of a listed company by a trading participant is found by YSX, YSX will contact the trading participant and confirm backgrounds of the order placement, and may suspend the stock trading of the company without the trading participant's consent.</p> <p>If a trading participant has to break the trade executed by such orders for an avoidable reason or situation, YSX may break the trade due to the order under limited conditions stipulated in Section 18. “Trade Breaking” of the Trading Business Regulations.</p> <p><b>2. Operational Procedures</b></p> <p><b>(1) Irregular orders and trading suspension</b></p> <p>When YSX identifies irregular orders on an order book of a listed company through trade monitoring operation, YSX will immediately contact the trading participant placing the order by phone.</p> <p>In case YSX deems that urgent action to the order book of the stock should be taken immediately for avoiding market confusion, YSX may suspend trading of the stock without confirming to the trading participant placing the order.</p> <p>YSX confirms whether the order size is intended one or not and then YSX may requires the trading participant to cancel the order if that is mistaken order made by a customer or the trading participant.</p> <p><b>(2) Trade breaking</b></p> <p>In case irregular orders placed on an order book of a listed company is executed at the matching hour and YSX deems necessary to suspend the stock trade of the company in order to avoid market confusion, YSX may suspend the stock trading of the company.</p> <p>If the trading participant acknowledge the irregular orders as an erroneous order and wishes to break the trade, the trading participant shall submit an application to YSX of the trade breaking.</p>	

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<p>In case the trading participant does not apply for breaking trade after suspension of the stock trade due to erroneous trade of the trading participant, YSX will resume the stock trading of the company.</p> <p>In case YSX receives an application for breaking trade from the trading participant, YSX has to make a decision whether or not to accept the application with deliberate consideration of the impact on clearing and settlement procedure. YSX will resume the stock trading of the company if YSX makes a decision not to accept the application of trade breaking meanwhile YSX will make an announcement of the trade breaking on the website followed by keeping suspension of the stock trade of the company on that day if YSX makes a decision to accept the application.</p>	
<p><b>IX. Order Input in YSX</b></p> <p><b>1. Outline</b></p> <p>If a trading participant is unable to place orders due to a power outage or other situations, the trading participant may place or cancel orders in the YSX building with YSX’s prior permission.</p> <p><b>2. Operations</b></p> <p><b>(1) Contact from the trading participant</b></p> <p>If a trading participant is unable to place orders due to unavoidable reasons, the trading participant may request YSX to place or cancel orders via order placement terminals set in the YSX building.</p> <p>YSX, after providing permission, requires the trading participant to come to the YSX building to place or cancel orders on order books in YSX system by using the order placement terminal located at the YSX building.</p> <p>The trading participant is able to use external devices such as USB to upload order data into the order placement terminal. YSX will explain procedure to upload the order data to the participant but YSX will later require the trading participant to submit a document including reasons to use the order placement terminals and external devices to upload the orders.</p>	

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<p><b>3. Order Input by Trading Participant at YSX</b></p> <p><b>(1) Uploading orders</b></p> <p>The trading participant has to come to the YSX building and uses the order placement terminal located at the YSX main building in order to upload orders.</p>	

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