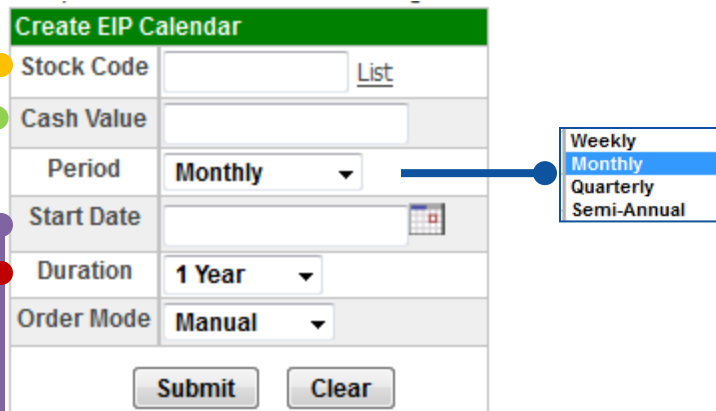


# How to create an EIP schedule

To create an EIP schedule, kindly click the **TRADE** tab then click the **EIP SCHEDULER** on the right most portion of the submenu. An EIP calendar form would appear for you to fill out. Enter the details for the ff:



**Create EIP Calendar**

Stock Code	<input type="text"/> <a href="#">List</a>
Cash Value	<input type="text"/>
Period	Monthly
Start Date	<input type="text"/>
Duration	1 Year
Order Mode	Manual
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

Weekly  
Monthly  
Quarterly  
Semi-Annual

**Stock Code** – Indicate the stock you would like to invest in

**Cash Value** – Indicate the fixed amount of money you wish to invest regularly

**Start Date** – Click on the calendar con to select your start date. This will also serve as your Regular Buy Date. If the buy date falls on a weekend or a holiday, you will be able to buy shares on the next trading day.

**Duration** – Choose the duration of your EIP investment which can range from 6-months to 3-Yrs. If you wish to continue beyond 3 years, simply create a new schedule thereafter.

**Order Mode** – You have 2 options for the Order Mode:

Option 1

Order Mode **Manual**

Option 2

Order Mode **Automatic**

**MANUAL MODE** – This would need you to log in to your COL account during every chosen period to trigger a buy request issued by the EIP reminder that will pop up from your portfolio screen. It would ask you to 'Buy Now' or 'Skip' to the next period.

**AUTOMATIC MODE** – This would activate the EIP scheduler to automatically send a buy order for you. Your account must have the necessary funds available to activate the auto order, and the order is still subject to share availability for matching. Please verify your orders status to confirm a matched/unmatched order.

Click **SUBMIT** when you are done creating a calendar and confirm by typing in your password at the bottom then clicking **OK**.

Order Details	
Stock Code	ALI
Cash Value	5,000.00
Period	MONTHLY
Start Date	10-10-2013
Maximum Period	1 YEAR
Order Mode	Automatic

Important: You are creating an EIP+ calendar.  
Please review carefully.

Enter your password

\*\*\*\*\*

OK

Cancel