

Guidelines for Photograph and signature scan and upload

- In case the face in the Photograph or Signature is unclear, the Application may be rejected.
- Photograph must be a recent passport size color picture.
- The picture should be in color, against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions: -
For Image: - 250 x 250 pixels (preferred).
For Signature: - 150 x 150 pixels (preferred).
- Size: -
For Image: -Between 20kb-50kb.
For Signature: -Between 20kb-35kb.
- The image file should be png, JPG or JPEG format.

Procedure for Uploading the Photograph and Signature

- There will be two separate button for uploading Photograph and Signature.
- Click on the respective link " Choose Photographs/ Select Signature Image".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.