

Hayya Personal Photo Guideline

Personal Photo Standard Requirements

- Do not tilt the head, the head must be centered.
- Do not turn the head, the head must be centered.
- Do not roll the head, the head must be straight to show the full face.
- The photo should not be blurred.
- The photo background should be clear.
- The eyes should not be closed.
- The hairstyle should not cover the eyes.
- The photo should not be too dark.
- The photo should not be too light.
- There should not be over lighting on the face.
- There should not be shadow on the face.
- The background should be plain, even & uniform.
- The background should not have shadows or glare.
- There should not be more than one face on the photo.
- The photo should not have unnaturally colored lighting.



Size

- Photo must be in dimension of 40mm (height) x 30mm (width).
- Minimum resolution of 720px.
- Photo must both show a close up of your face and the top of the shoulders.
- Your face must take up 70% to 80% of the photo.
- The size of the photo should not be more than 2 MB.
- Only JPEG or JPG images must be used.

40mm

30mm

Image Quality

Your photo must:

- Be in colour
- Be taken against a plain white or light grey background
- Have sharp focus and be correctly exposed
- Have a good colour balance, natural flesh tones and no 'red eye'
- Have good contrast between your facial features and the background
- There must be no shadows or glare in the image or in the background.



Age

- Your application photo must be less than 12 months old from the time of applying.



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Pose

- The head must be centred in the image. You must look directly at the camera and show your full face.
- Do not tilt or turn your head in any way.

Expression

1. Your expression must be neutral. Do not squint, frown, smile or use any other expression.
2. Your eyes must be open and your mouth closed. There must be no hair covering your eyes.



Glasses

- Do not wear sunglasses or tinted/coloured glasses.
- If you normally wear glasses, your eyes must be clearly visible in the photo.



Head & Hair Covering

- Do not wear a head covering or hair covering, except if you wear it for religious reasons, eg do not wear a hat, cap, head-band.
- If you wear a head covering for religious reasons, your face must be clearly visible.



Instructions for uploading Passport

Note

- The size of the photo should not be more than 2 MB.
- Only JPEG or JPG images must be used.
- If your last name is blank, ensure that you provide your father's name as the last name
- The image must be on one single page - the image cannot take up two or more pages
- Indian Passport holders should upload the first and last page
- Bangladeshi and Nepalese passport holders should upload the first and second page

Naming Convention:

- Name will be auto-populated from the MRZ.
- Arabic name must be manually input.

Passport Type:

- Ensure that the correct passport type as per passport is selected.
- The Validate button will be activated once passport type is selected.



Instructions for uploading Passport



- The MRZ code should be clearly visible otherwise the application will be rejected.

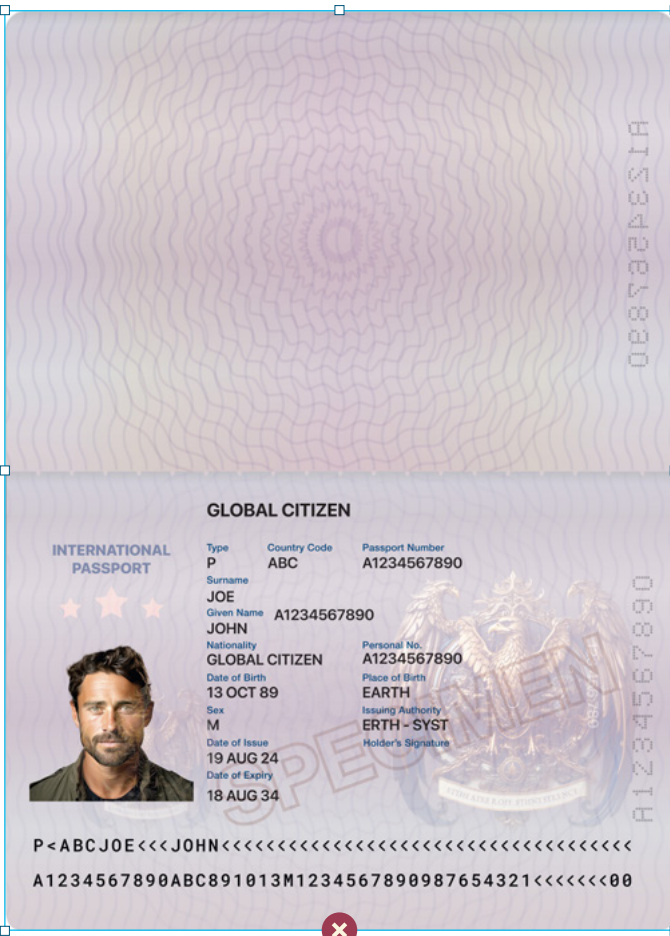


- Please make sure to upload the document in full color.

Instructions for uploading Passport



- No glare or stain over the scan.
- No shadows over the scan.



- Double pages of scanned copies are not allowed. Only single page should be uploaded.
- Crop the document so that no information is missed.