

6.4 Signature Requirements

- Upload only a good quality (not blurred) image of your signature in black or dark blue ink pen. Size of the signature should be within 2 cm x 7 cm (Height x Width).
- Name written in CAPITAL LETTERS, Initials or signature in any other colour (other than black or dark blue) will NOT be accepted.
- Use a professional scanner to get the digital image of the signature. Only JPEG/JPG image format will be accepted.
- Maximum size of the JPEG/JPG image of the signature can be 160 x 560 in pixels. Minimum pixel size of the JPEG/JPG image should be 80 x 280. The file size of the image should be in the range of 5 KB to 150 KB. Aspect ratio (width: height) has to be between 3.15 and 4.04.

Table 6A shows samples of acceptable signatures and **Table 6B** shows samples of NOT acceptable signatures.

Table 6A: Samples of Acceptable Signatures

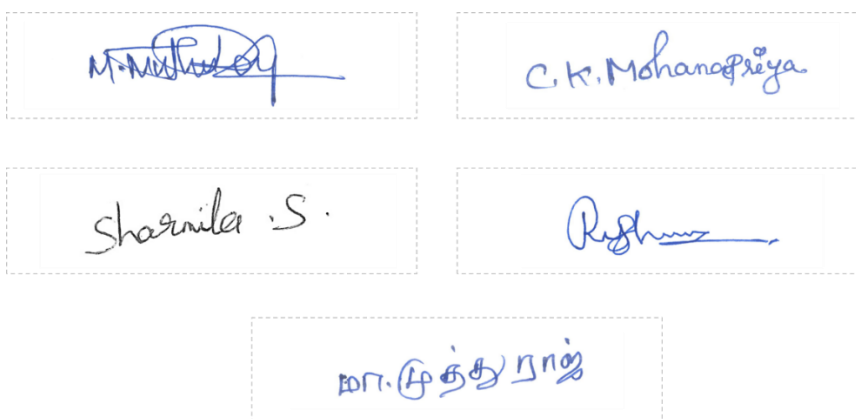



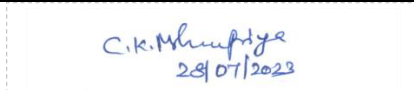
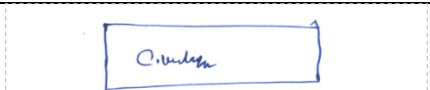



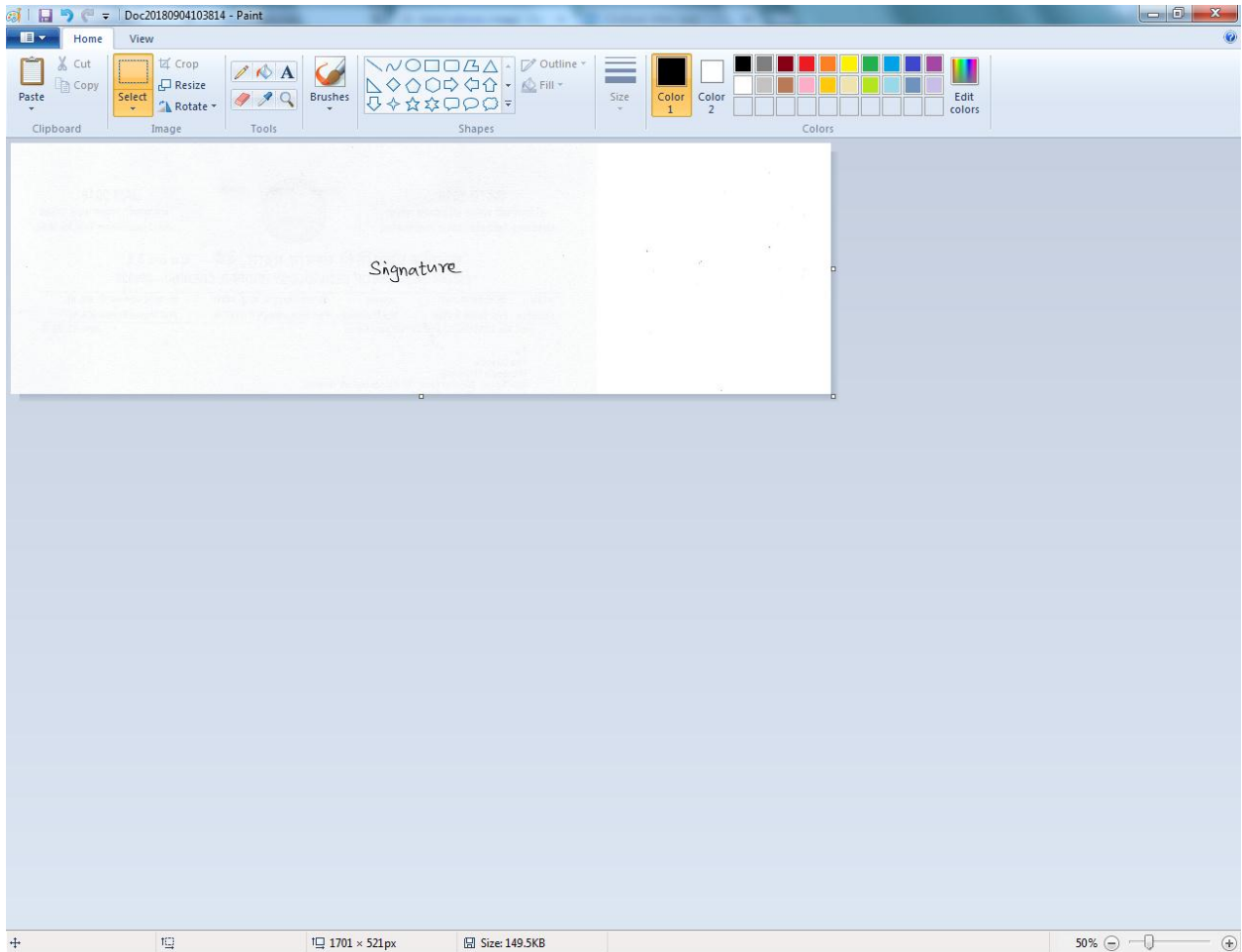


Table 6B: Samples of not Acceptable Signatures

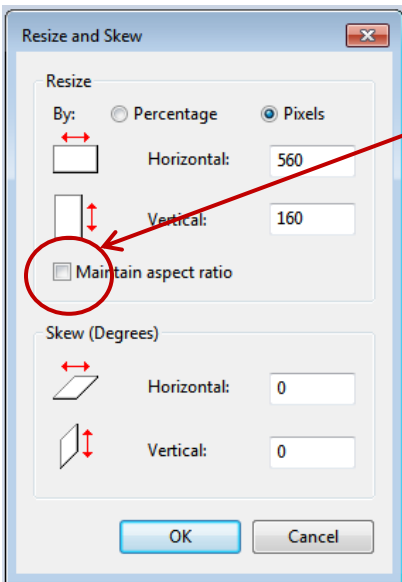
	
Signature in Dark background	Name in all Capital
	
Signature in other than Blue or Black ink	Signature with date
	
Signature with box	Signature is too small to view
	
Signature is too hazy	Signature outside the rectangle and not aligned horizontally

Steps to reduce Signature file size

1. **Right Click Signature**
2. **Select “open with” -> Choose “paint” option**
3. **Signature is opened in paint**

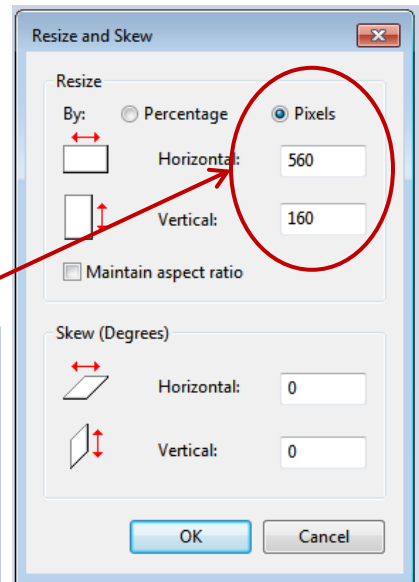


4. **Click “Select” icon choose “rectangular Selection”**
5. **Select the “Signature” Accordingly**
6. **click “crop” icon to remove unwanted space**
7. **Click “Resize” icon**
8. **Remove tick mark in “Maintain aspect ratio”**
9. **Select “Pixels” button**



Remove tick mark in
"Maintain aspect ratio"

Select pixels button
Set Pixel values
Horizontal Range: (160 to 560)
Vertical Range: (80 to 160)



10. Press "OK"
11. File -> Save (Ctrl + s)
12. Then check file size for Signature
13. Upload Signature in the required field

