Please ensure if you have these facilities in your studio

- **Equipment**
  - Personal Computer system (Desktop PC preferred)
  - OS : Windows 7, Windows 8/8.1 (64 bit versions preferred)
  - Processor : Intel Core i3 or above
  - RAM : 2GB or above
  - Hard Drive : 4 GB available space in C drive
  - Monitor –Minimum resolutions is 1280 X 960 (CRT monitor not recommended)

- Internet connection :
  - ADSL or Broadband Connection preferred
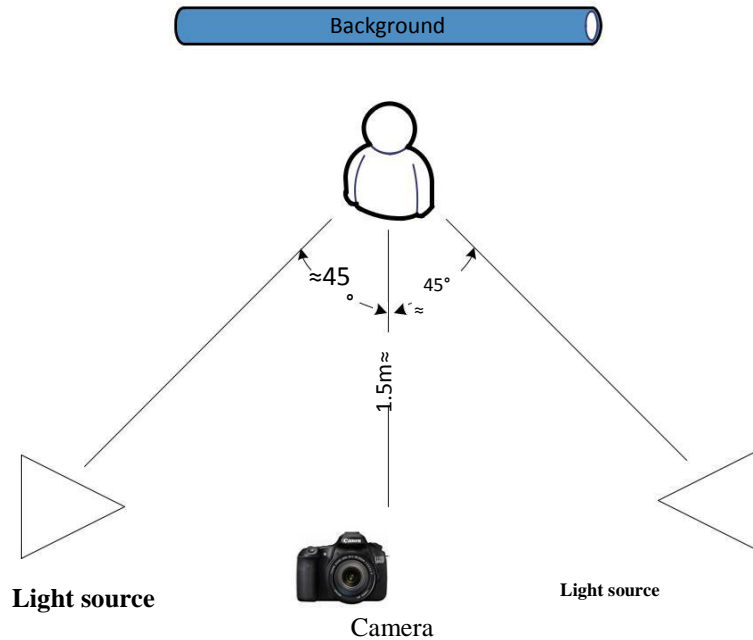 - Dialup connection not recommended

- Printer:
  - Operating System supported standard color or black printer
  - LaserJet printer preferred

- Standard Digital Camera (Cannon DSLR preferred)
  - Minimum native (optical) resolution 8 mega pixel required
  - Lens with focal length between 18mm and 55mm above
  - Minimum 72 dpi JPEG image (300 dpi preferred)
  - Digital Camera must be connected to the Computer using a USB cable (optional)
  - Tri pod
  - Two professional studio lights with diffused lamp reflectors

- **Environment**

  o Camera-to-applicant distance should be within the range of 1.2m to 2.5m

  o Blue colored- plain smooth back drop as the background

  o Standard studio setup with necessary facilities for the applicant, inclusive of dressing rooms, mirror etc.

  o Located closer to public transport facilities and easy access to applicants

Lighting

It is considered GOOD PRACTICE to take ID photo indoors with proper external light source (flash lights or LEDs, etc.). To avoid the influence from other light sources, the photographic lighting should be stronger than the other sources of light. And the light should be soft and uniform to avoid strong contrast, hot spots and reflections on the glasses.