



INTERNATIONAL INDIAN PUBLIC SCHOOL-RIYADH

15 September 2026

REF: IIPS/PRL/26-27/072

Student Photograph, Passport and Adhaar Copy for CBSE LOC Registration

Dear Parents,

As per the CBSE requirements, the photographs of all students being uploaded for *List of Candidates (LOC) Registration* must be in **uniform format and as per prescribed specifications**.

In compliance with this requirement, the school will be arranging a **photograph session for all students (Grade IX-XII)** on **Sunday, 20 September 2026**. The photographs taken will be used exclusively for CBSE registration purposes.

Parents are kindly requested to ensure the following:

1. School Uniform & Photograph Requirements

- Students should come prepared as follows:
- Students must wear the complete school uniform, including the blazer.
- Hair should be neat and well-groomed.
- No accessories such as caps, tinted glasses, or other items should be worn during the photography session.

2. Submission of Passport & Aadhaar Copies

Parents are requested to submit a clear photocopy of the student's Passport and Aadhaar Card to their respective class teachers for school verification and CBSE LOC registration purposes on or before **Sunday, 20 September 2026**.

Important: Parents are requested to carefully verify that the student's name is exactly the same in both the Passport and Aadhaar Card. The spelling, sequence of the name, and other details should be consistent in both documents.

If there is any discrepancy in the student's name or other personal details, parents are requested to inform the school immediately and take the necessary steps for correction, wherever required.

Photograph Fee:

Parents are requested to **credit the photograph fee of SAR 10 to the school bank account** mentioned below:

Bank account Details:

Name of the Bank : SAB (The Saudi Awwal Bank)
Account Name : International Indian Public School Riyadh
Account Number : 003 – 124658 – 001
IBAN : SA08 4500 0000 0031 2465 8001

We look forward to your cooperation in ensuring smooth completion of this process.

Best Regards,


Mrs. Mumtaj Begum
Principal

