**Annex F - When to Complete the Search Information Statement (SIS)**

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For national work, a SIS will be created and attached to an adverse report if the question "Was a search conducted?" in DocGen is answered "Yes".  The SIS is to be dispatched to the applicant together with the adverse report.

All of the international search report templates include a SIS.  For other international work, a SIS will be created if the question "Have you conducted an additional search?" or "Have you done a further search on this application?" in DocGen is answered "Yes". The international SIS will be stored in INTESS, but is not dispatched to the applicant.

A SIS is to be completed, where appropriate, in accordance with the following table.

**National**

|  |  |  |
| --- | --- | --- |
| **Type of Work** | **Situation** | **SIS required?** |
| First clear\*, First adverse, Further adverse, Further clear\*, Re-examination. | 3 person team search conducted. | Yes |
| Additional non-3 person team search conducted. "X" or "Y" document(s) found. | Yes |
| No search conducted. | No |
| Additional non-3 person team search conducted. No "X" or "Y" document(s) found.# | Optional |

\* For the First clear and Further clear, a SIS, if required, is generated using DocGen and is saved in PAMS.

**International**

|  |  |  |
| --- | --- | --- |
| **Type of Work** | **Situation** | **SIS required?** |
| International searches, e.g. ISR and Article 15(5). | At all times (except when a search report is not established, e.g. excluded subject matter). | Yes |
| International examination, e.g. IPE. | Additional 3 person team search conducted. | Yes |
| Additional non-3 person team search conducted. "X" or "Y" document(s) found. | Yes |
| Additional non-3 person team search conducted. No "X" or "Y" document(s) found.# | Optional |

# A SIS is optional if the additional non-3 person team search found "A" documents which are cited in the examination report to establish common general knowledge.