

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

Last updated 10/12/2020

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.