

Checklist for Outstanding Actions

Case Nature (Please Circle)

Ref.: AS/DOB/_____/ 25

Doubtful Visitor / ~~Others~~

AS/SE/_____/ 25

Part I	Actions Required	Action by	Action Completed		Remarks
			Date	Officer's Name & Signature	
<input type="checkbox"/>	To prepare Log Sheet for Secondary Examination (ID786) for prolonged S/E cases (2 hrs or more)	Case Officer/ACM			
<input type="checkbox"/>	To serve "Notice on Detention Policy" in appropriate language (IM 04/2009)	DO(A)DQ/Case Officer			
<input checked="" type="checkbox"/>	To serve "Notice of Detention" in appropriate language (IM 04/2009)	DO(A)DQ/Case Officer	-2025	IO(A)SDT	
<input type="checkbox"/>	To serve "Notice on Detention Authority" (IM 04/2009) in appropriate language	DO(A)DQ/Case Officer			
<input type="checkbox"/>	To serve * "Notice to Passenger" (ID 785 / AP/SF/O/79) in appropriate language (IM 04/2009) / * "Notice to Detainee" (SF/IM/1051) (IM 96/2003)	DO(A)DQ			
<input type="checkbox"/>	To serve "Notice to Non-Chinese Citizen in Custody" in appropriate language (AP/SF/O/75) (ASI 33/2006, IM 04/2009)	DO(A)DQ			
<input type="checkbox"/>	To serve Refusal Notice (ID 122) (IM 04/2009)	DO(A)Arr/N			
<input type="checkbox"/>	To serve Restricted Articles Custodial List, if needed (AP/SF/O/90) (ASI 29/2004)	DO(A)DQ/Case Officer			
<input type="checkbox"/>	To serve Infringement Notice (IM 63/2007)	DO(A)Arr/S			
<input type="checkbox"/>	To refer case to SW if necessary	Case Officer			
<input type="checkbox"/>	To notify local Consulate-General of the detention of nationals of Australia, Cambodia, Canada, India, Italy, Japan, New Zealand, Republic of Korea, Philippines, Russia, United Kingdom, USA and Vietnam. ("Quick Reference to Supervisors" in S Drive, ASI 8/2015, ASI 16/2013, ASI 2/2011, IM 65/2008, IM 73/2007, ASI 31/2005, ASI 13/2003)	Case Officer	-2025	IO(A)SDT	
<u>Unreferred Visit Visas</u>					
<input type="checkbox"/>	To prepare copies of: - Control Case Report (ID899) - Passenger's T/D - Relevant visa page with original visa - Visa page with "cancelled stamp". (IM 43/2008)	Case Officer			
<input type="checkbox"/>	Collect & dispatch all documents to PIO(VC)O with covering memo in the morning (IM 43/2008)	DO(A)Arr/S of BS Shift			
<input type="checkbox"/>	To confirm the S/E records on EXPRESS are properly updated (ASI 14/2008; IM 63/2003)	DO(A)Arr/N			
<input checked="" type="checkbox"/>	To perform "SERI" and scan Control Case Report, Photo of undocumented person, Bio-data pages & other essential materials (ASI 14/2008; ASI 26 & 40/2004)	Case Officer	-2025	IO(A)SDT	
<input type="checkbox"/>	To support the case officers and perform "SERA" for scanning the copies of other supporting documents, e.g. visa pages prepared by the case officer (ASI 14/2008)	ADO/SD(A)Arr/N			
<input checked="" type="checkbox"/>	To seek onward / re-entry facilities.	Case Officer	-2025	IO(A)SDT	
<input type="checkbox"/>	To arrange removal of subject.	DO(A)Arr/N			
<input type="checkbox"/>	To prepare Speaking Note. (IM 192/2004)	DO(A)Arr/N			

<input type="checkbox"/>	To seek authority to detain minor(s) at DQ from APIO(A) (ASI 6/2007)	SIO(A)CM			
<input type="checkbox"/>	To arrange transfer of minor(s) to TMCJH for detention. (ASI 6/2007)	DO(A)Arr/N			
<input type="checkbox"/>	To seek authority to detain minor(s) at DQ from AD(C), if necessary. (ASI 6/2007)	SIO(A)CM			
<input type="checkbox"/>	To seek further detention under S.32(1)(a) from SPIO(A), serve a fresh "Notice of Detention" with change of detention authority/period etc. in appropriate language (IM 04/2009)	SIO(A)CM			
<input type="checkbox"/>	To serve "Notice of Review of Detention" in appropriate language, if needed (IM 04/2009)	DO(A)Arr/N /CS			
<input type="checkbox"/>	To notify Italian Consulate General of Italian national going to be removed. (ASI 31/2005)	Case Officer			
<input type="checkbox"/>	To issue DWL after removal, if needed.	IO(A)WL			
<input type="checkbox"/>	Others (please specify) :				

☐ Please tick as appropriate

Remarks: _____

Case officer: IO(A) SDT

Date: -2025

Part II

I confirm all outstanding actions of this case have been finalised.

DO(A)

Date: