**Checklist** **for** **Outstanding** **Actions**

**[Case](#bookmark1)****[Nature](#bookmark1)****[(Please](#bookmark1)****[Circle)](#bookmark1)****[Ref.:](#bookmark1)****[AS/DOB/ /](#bookmark1)** [23](#bookmark1)**[\_\_\_](#bookmark1)**

**[Doubtful](#bookmark2)****[Visitor](#bookmark2)****[/](#bookmark2)****[Others](#bookmark2)****[AS/SE/](#bookmark2)****[/](#bookmark2)** [23](#bookmark2)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part** **I** | **Actions** **Required** | **Action** **by** | **Action** **Completed** | | **Remarks** |
| **Date** | **Officer’s** **Name** **&** **Signature** |
| □ | To prepare Log Sheet for Secondary Examination  (ID786) for prolonged S/E cases (2 hrs or more) | Case Officer/ACM |  |  |  |
| □ | To serve “Notice on Detention Policy” in appropriate language (IM 04/2009) | DO(A)DQ/Case  Officer |  |  |  |
| □ | To serve “Notice of Detention” in appropriate language (IM 04/2009) | DO(A)DQ/Case  Officer | / /23 | IO(A)SDT6 KY WAI |  |
| □ | To serve “Notice on Detention Authority” (IM 04/2009) in appropriate language | DO(A)DQ/Case  Officer |  |  |  |
| □ | 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 |  |  |  |
| □ | 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 |  |  |  |
| □ | To serve Refusal Notice (ID 122) (IM 04/2009) | DO(A)Arr/N |  |  |  |
| □ | To serve Restricted Articles Custodial List, if needed (AP/SF/O/90) (ASI 29/2004) | DO(A)DQ/Case  Officer |  |  |  |
|  |  |  |  |  |  |
| □ | To serve Infringement Notice (IM 63/2007) | DO(A)Arr/S |  |  |  |
|  |  |  |  |  |  |
| □ | To refer case to SW if necessary | Case Officer |  |  |  |
|  |  |  |  |  |  |
| □ | 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 |  |  |  |
|  | ***Unreferred*** ***Visit*** ***Visas*** |  |  |  |  |
| □ | 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 |  |  |  |
| □ | Collect & dispatch all documents to PIO(VC)O with covering memo in the morning (IM 43/2008) | DO(A)Arr/S of BS  Shift |  |  |  |
|  |  |  |  |  |  |
| □ | To confirm the S/E records on EXPRESS are properly updated (ASI 14/2008; IM 63/2003) | DO(A)Arr/N |  |  |  |
| □ | 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 | / /23 | IO(A)SDT6 KY WAI |  |
| □ | 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 |  |  |  |
| □ | To seek onward / re-entry facilities. | Case Officer | / / 23 | IO(A)SDT6 KY WAI |  |
| □ | To arrange removal of subject. | DO(A)Arr/N |  |  |  |
| □ | To prepare Speaking Note. (IM 192/2004) | DO(A)Arr/N |  |  |  |

**AP/SF/O/81-(B)** **(04/2015)** ***(\*Delete*** ***as*** ***appropriate)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| □ | To seek authority to detain minor(s) at DQ from APIO(A) (ASI 6/2007) | SIO(A)CM |  |  |  |
| □ | To arrange transfer of minor(s) to TMCJH for detention. (ASI 6/2007) | DO(A)Arr/N |  |  |  |
| □ | To seek authority to detain minor(s) at DQ from AD(C), if necessary. (ASI 6/2007) | SIO(A)CM |  |  |  |
|  |  |  |  |  |  |
| □ | 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 |  |  |  |
| □ | To serve “Notice of Review of Detention” in appropriate language, if needed (IM 04/2009) | DO(A)Arr/N /CS |  |  |  |
|  |  |  |  |  |  |
| □ | To notify Italian Consulate General of **Italian** national going to be removed. (ASI 31/2005) | Case Officer |  |  |  |
| □ | To issue DWL after removal, if needed. | IO(A)WL |  |  |  |
| □ | Others (please specify) : |  |  |  |  |

**□** **Please** **tick** **as** **appropriate**

Remarks:



Case officer: IO(A) SDT6 KY WAI

Date: - - 2023

**Part** **II**

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

DO(A) Date: