



NATIONAL CULTURAL COMMISSION
Ministry of Tourism, Arts & Culture

PO Box 7144, Boroko, National Capital District
Port Moresby, Papua New Guinea
Ph: 323 5111 / 323 5119



CATEGORY 3 - CULTURAL CENTER

REGISTRATION APPLICATION FORM

GROUP / INDIVIDUAL NAME:	
CERTIFICATE No.:	
RECEIPT No.:	
DATE REGISTERED:	
EXPIRY DATE:	

OFFICER – IN – CHARGE:	
OFFICER'S SIGNATURE:	
DATE OF ISSUE:	

A. BACKGROUND INFORMATION.

A cultural center is an organization, building or complex that promotes culture and arts in a given locality. Cultural centers can be neighborhood community arts organizations, private facilities, government-sponsored, or can be an activist run organization.

It is where most of the cultural and arts activities and practices, programs and cultural events take place.

Over the last one hundred and twenty (120) years of sustained contact with the outside world, many villages, communities, groups and individuals have nurtured and maintained traditional cultural activities. The National Cultural Commission acknowledges and commends them for their efforts as they mostly did this without the assistance and guidance from the Government.

They are undergoing tremendous changes and are facing danger of losing much of their cultural authenticity. This tremendous pace of change is evident in cultural activities such as body decorations, costumes, performances, initiations, rituals and culture houses (Cultural Centers).

This has been the result of the influx of western cultures from outside and also the intermingling of the different cultural groups in the country. These changes are now classified as contemporary culture. In the fast changing world Papua New Guineans are gradually losing grip on the culture centers, the activities within, its value and the culture attached to it.

The National Cultural Commission recognizes and acknowledge that the developing contemporary culture is also important for developing Papua New Guinea. While pre-contact Papua New Guinea culture has been seen as a fragmentation of hundreds of different cultures, contemporary culture is what Papua New Guinea today.

B. WHO SHOULD APPLY.

The National Cultural Commission encourages owners and custodians of culture, arts and cultural practitioners, interest groups, villages, communities and all levels of government throughout the country to register.

The purposes of registering are in three-fold:

1. To encourage and ensure their culture and arts are preserved, safeguarded, promoted and marketed,
2. To encourage and ensure that the culture center serves the original purposes it is initiated, and
3. To serve as central location for cultural practices, expressions, performances and education.

C. HOW TO APPLY.

1. Check the tables below to determine the category and sub-category of registration you are applying for.
2. Please use a **black** or **blue pen/ biro**, and write neatly in **English**

A. CULTURAL CENTER CATEGORY & SUB – CATEGORY OF REGISTRATION.

Below is a table showing the Cultural Centre Category and Sub – Category. Refer to the table when filling out the appropriate fields in this application form. Please, tick the appropriate box.

Category	Sub – Category	Please tick
Cultural Centre	3.1. Provincial Cultural Centre	
	3.2. District Cultural Centre	
	3.3. Community Cultural Centre	

B. REGISTRATION FEE & REQUIREMENTS

The registration fee is shown in the table below. Registration fee **must** be directly deposited into the National Cultural Commission's Gift Shop Account and attach the deposit slip butt together with the registration application form.

New registration fee	
Cultural Centre	K150

Requirements	
1.	Meeting Minutes
2.	Group Profile
3.	Endorsement letter from a Government office
4.	Photos of Culture Center (At least two or three photos)
5.	Original Bank Deposit Slip
6.	Completely filled Registration Application form

D. RENEWAL FEE & STRUCTURE

The Cultural Centre Certificate dues after every three (3) years from the date of registration. The copy (ies) of expired Cultural Centre Certificate must be presented to NCC Cultural Officer in charge.

Renewal of certificate fee	
Cultural Centre	K50

Requirements for renewal	
1.	Meeting Minutes
2.	Statutory Declaration (<i>If certificate is lost/damaged before expiry date</i>)
3.	Bank receipt (s) of original deposit slip
4.	Copy of the expired certificate (s)

E. PENALTY FEES AND REQUIREMENTS

In the event that the certificate is damaged, lost or misplaced before the expiry date, a penalty fee (s) will be charged for reprint and certificate holder will be asked to provide the requirements stated in the table below;

Penalty fee (s)	
Cultural Center	K100

Requirements for reprint	
1.	Meeting Minutes
2.	Statutory Declaration (<i>If certificate is lost, damaged or misplaced before expiry date</i>)
3.	Bank receipt (s) of original deposit slip

F. REGISTRATION FEE & REQUIREMENTS FOR PROVINCIAL CULTURE OFFICE

The requirements for the registration for the Cultural Centers and Cultural Establishments in the provinces are shown in the tables below. Registration fee (s) **must** be paid to the Provincial Culture Office and the office will deduct its administration fee (s) before depositing the NCC registration fee (s) component directly into the National Cultural Commission's Gift Shop Account provided below. Attach the bank deposit receipt (s) together with the completely filled registration application form including the requirements.

Cultural Center		
New Application fee		
National Commission	Cultural	K150
Provincial Culture Office		K50
Total application fee		K 200

Requirements	
1.	Meeting minutes
2.	Cultural Center Profile
3.	Endorsement letter from a Government office
4.	Group photos (<i>At least two performing photos</i>)

5.	Receipt (s) of original deposit slip
6.	Completely filled application form

G. ACCOUNT DETAILS

(Deposit your registration fee into the account details given below)

National Cultural Commission bank account details	
Bank name	Bank South Pacific (BSP)
Branch	BSP Waigani
Account name	Gift Shop
Account number	7017186979
Account type	Cheque

H. SUB – CATEGORY OF REGISTRATION.

1. Which sub – category do you wish to be considered against?
(Refer to the table below)

Sub – Category	Please Tick
3.1. Provincial Cultural Centre	
3.2. District Cultural Centre	
3.3. Community Cultural Centre	

2. Are you applying as *(Refer to the table below)*?

	Please Tick
1. Individual	
2. Group	
3. Community	
4. Education Institute	
5. Government Office	

I. CULTURAL CENTRE REGISTRATION DETAILS.

Registration details	
1.	Individual/Group/Community/Government office or Education Institute Name (Name to be registered under)
2.	Date of Establishment (Actual date the center was established)
3.	Current Location (Where the Cultural Center currently located)

4.	Province where Cultural Center is located (Province which the Cultural Center is located)	
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J. DETAILS OF THE CULTURAL CENTER.

Details		
1.	Name of the Cultural Center	
2.	Your local dialect (Language)	
3.	Name of your Tribe	
4.	Name of your Village	
5.	Name of your Community	
6.	Name of your District	
7.	Name of your Province	
8.	Postal Address	
9.	Your Contact Details	
	9.1. Telephone Number:	
	9.2. Cell Phone Number:	
	9.3. Fax Number:	
	9.4. Email address:	
	9.5. WhatsApp number:	

K. CHARACTER DETAILS

1. Background history of the cultural center.

2. List down activities/performances which the cultural center hosted in the last twelve (12) months.

2.1. _____

2.2. _____

2.3. _____

2.4. _____

2.5. _____

2.6. Is this Cultural Center (s) for free or for payments?

2.7. If for payments, how much is expected to in total in a year?

L. CULTURAL CENTER COMMITTEE COMPOSITION

No.	Group composition	Names
1.	Name of the Chairman	
2.	Name of the Treasurer	
3.	Name of the Secretary	

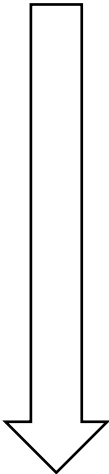
M. REASONS FOR REGISTRATION.

N. CULTURAL CENTRE'S OBJECTIVES.

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

O. BANK ACCOUNT DETAILS.

1.	Bank Name	
2.	Branch	
3.	Account Name	
4.	Account Number	
5.	Account Type	
6.	Signatories: 	<p>Chairperson: Name: _____ Signature: _____</p> <hr/> <p>Secretary: Name: _____ Signature: _____</p> <hr/> <p>Treasurer: Name: _____ Signature: _____</p>

P. DECLARATION.

1. We/I _____ declare that the information provided on this form and on any attachments to it is complete and correct in every detail.
2. We/I acknowledge that We/I have read guidelines at the front of this application. We/I, are aware of the conditions that may apply and that We/I, are/am required to abide by them.
3. We/I, are/am aware that We/I must advise the National Cultural Commission of any changes to information provided on this form
4. We/I _____ declare that We/I abide and adhere to the guidelines pertaining to register a group/individual with the National Cultural Commission.

Chairperson: _____
(Print Name) _____
(Signature)

Secretary: _____
(Print Name) _____
(Signature)

Treasurer: _____
(Print Name) _____
(Signature)

Q. AUTHORISATION OF PROXY (PERSON) TO ACT AND RECEIVE COMMUNICATION.

Details of proxy	
Given Name	
Family Name	
Authorized Person's Address	
Mobile Phone Number	
Telephone/Landline Number	
Fax Number	

R. ATTACHMENTS.

If you have incorporated your Cultural Center with Investment Promotion Authority (IPA) or yet to incorporate and want to pursue your activities in any form of business;

1. Make a separate submission of your profile, including your IPA Certificate, Company Extract, TIN and other necessary documents.
2. State why you pursue your interest in establishing the Cultural Center.

S. REGISTRATION SCHEDULE

Applications lodgment days	Certificate pick up days	Clients days (Application forms can be picked up during these days)
Mondays and Wednesdays	Fridays	Tuesdays and Thursdays

T. CLOSURE OF REGISTRATION

Registrations for the Cultural Centers throughout the country closes on **October 30th** of every year. All lodgments for the registration should reach NCC before the closing date for the production of the certificates.