



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 4 - CULTURAL EVENTS

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.

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

These groups and individuals are undergoing tremendous challenges and are facing the danger of losing their authentic cultural heritages. This tremendous pace of challenges are evident in cultural activities such as body decorations, costumes, performances, initiations and rituals. Among many activities undertaken to preserve, safeguard and promote their cultures and arts in life form is the cultural events.

The National Cultural Commission (NCC) over the last decades has initiated Cultural Events, Festivals and Shows that sets a partway for promoting and safe guarding our intangible and tangible cultural heritage in life form.

Despite the partway that NCC set, these changes continue to evade the shores of PNG as a result of the influx of western cultures from outside and also the intermingling of the different cultural groups in the country. The changes that are occurring in our traditional cultural groups are now classified as contemporary culture.

The NCC 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 cultural groups, artists, theatre groups, contemporary music and dance groups, other art and cultural practitioners, interest groups, NGO groups, Civic or Municipal offices throughout the country to register.

The purpose of registration is in three fold and they are;

1. To encourage and ensure that they preserve, safeguard and promote their arts and cultures.
2. To encourage and ensure their authenticity in line with the guidelines of the presentations and performances; *and*
3. To promote and market cultural groups and artists to the public.

C. HOW TO APPLY.

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

D. CULTURAL EVENTS CATEGORY & SUB – CATEGORIES OF REGISTRATION.

Below is a table showing the Cultural Events Category and Sub – Categories. Refer to the table when filling out the appropriate categories in this application form.

Category	Sub – Category	Group	Individual
Cultural events	2.1. Cultural Show		
	2.2. Cultural Festival		
	2.3. Rituals & Ceremonies		
	2.4. Music Festival		
	2.5. Film Festival		
	2.6. Children's show		
	2.7. Roadshow /Expo		
	2.8. Arts Exhibition		
	2.9. Fashion show		
	2.10. Floral Art Show		
	2.11. Others		

Fee for cultural events	
New Application fee	K200

Requirements	
1..	Meeting minutes
2.	Event profile
3.	Endorsement letter from a Government Office
4.	Event photos (<i>At least two performing photos</i>)
5.	Receipt (s) of original deposit slip
6.	Completely filled application form

E. RENEWAL FEE & STRUCTURE

The Cultural Event (s) Certificate (s) will be renewed after every three (3) years from the date of registration. The copy (ies) of the Cultural Event Certificate must be presented to NCC Cultural Officer in charge for renewal.

Renewal of certificate fee	
Cultural Events	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 (ies) of expired certificate

F. 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 Events	K100

Requirements for reprint	
1.	Meeting Minutes
2.	Statutory Declaration (<i>If certificate is lost/damaged before expiry date</i>)
3.	Confirmation letter from Provincial Culture office
4.	Bank receipt (s) of original deposit slip

G. REGISTRATION FEE & REQUIREMENTS FOR PROVINCIAL CULTURE OFFICE

The requirements for the registration for the Cultural Events 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.

Fees for cultural events		
New Application fee		
National Commission	Cultural	K200
Provincial Culture Office		K50
Total application fee		K250

Requirements	
1.	Meeting minutes
2.	Event profile
3.	Endorsement letter from a Government Office

4.	Event photos <i>(At least two performing photos)</i>
5.	Receipt (s) of original deposit slip
6.	Completely filled application form

H. **ACCOUNT DETAILS**

(Deposit your registration fee (s) 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

I. **SUB – CATEGORY OF REGISTRATION.**

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

Sub – Category	Please Tick
1.1. Cultural Show	
1.2. Cultural Festival	
1.3. Rituals & Ceremonies	
1.4. Music Festival	
1.5. Film Festival	
1.6. Children Show	
1.7. Roadshow/Expo	
1.8. Arts Exhibition	
1.9: Fashion Show	
1.10. Floral Art show	
1.11. Other	

2. Are you applying as an individual or as a group?
(Refer to the table below)

	Please Tick
1. Individual	
2. Group	
3. Community	

J. **INDIVIDUAL, GROUP COMMUNITY REGISTRATION DETAILS.**

Registration details	
1.	Individual, Group or Community Name <i>(Name to be registered under)</i>

2.	Date of inception <i>(Actual date the event was initiated)</i>	
3.	Current Residence <i>(Where the event is currently staged)</i>	
4.	Province of Representation <i>(Province which the event is hosted)</i>	
5.	Name of the district	
6.	Name of the community	
7.	Name of your village	
8.	Language of Representation <i>(Provide the language of origin)</i>	
9.	Language of Presentation <i>(Provide language of communication)</i>	
10.	Your Home address	
11.	Your Postal Address <i>(If different from your home address)</i>	
12.	Your contacts detail	
	12.1. Telephone Number:	
	12.2. Cell Phone Number:	
	12.3 .Fax Number:	
	12.4. Email address:	
	12. 5.WhatsApp number:	

K. CHARACTER DETAILS

1. Background history of the cultural event.

2. List down activities/performances which the event will feature.

2.1. _____

2.2. _____

2.3. _____

2.4. _____

2.5. _____

2.6. Is this event for free or for payments? _____

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

L. EVENT COMMITTEE COMPOSITION

No.	Committee Composition	Names
1.	Name of the Chairman	
2.	Name of the Treasurer	
3.	Name of the Secretary	

M. REASONS FOR REGISTRATION.

N. EVENT'S OBJECTIVES.

1. _____

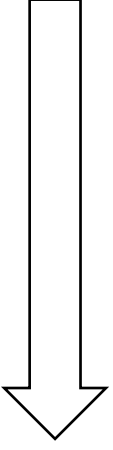
2. _____

3. _____

4. _____

5. _____

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 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 the registration of a group/individual with the National Cultural Commission.

Chairperson: _____ (Print Name) _____ (Signature)

Secretary: _____
(Print Name) _____
(Signature)

Treasurer: _____
(Print Name) _____
(Signature)

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

Details of authorized person (proxy)	
Given Name	
Family Name	
Authorized Person's Address	
Mobile Phone Number	
Telephone Number	
Fax Number	
WhatsApp Number	
Email address	

S. ATTACHMENTS.

If you have incorporated your event with IPA or yet to incorporate and want to pursue your activities in any form of business;

1. Make a separate submission of your event profile, including your IPA Certificate, Company Extract, TIN and other necessary documents.
2. State why you pursue your cultural event into business.

T. 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

U. CLOSURE OF REGISTRATION

Registrations for the Cultural Events 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.

