



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 1 - PERFORMING ARTS

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 is evident in cultural activities such as body decorations, costumes, performances, initiations, rituals and ceremonies.

These changes are the 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 taking place in our traditional cultural groups are now classified as contemporary culture.

The National Cultural Commission recognizes and acknowledges 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 and other art practitioners throughout the country to register.

The purpose of registration is in three-fold:

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. PERFORMING ARTS CATEGORY & SUB – CATEGORIES OF REGISTRATION.

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

Category	Sub – Category	Group	Individual
Performing Arts	1.1 Traditional Cultural Dance		
	1.2 Contemporary Dance		
	1.3 Contemporary Theatre		
	1.4 Traditional Music		
	1.5 Contemporary Music		
	1.6 Traditional Drama		
	1.7 String Band		
	1.8 Folklore, legends, oral history, etc.		
	1.9 Choir and or Peroveta		
	1.10 Traditional Theatre		
	1.11 Others		

E. REGISTRATION FEE & REQUIREMENTS

The registration fee and requirements are shown in the tables below. Registration fee (s) **MUST** be deposited directly into the National Cultural Commission's Gift Shop Account provided below. Attach the deposit receipt together with the filled registration application form including requirements.

Fees for Performing Arts	
New Application fee	K100

Requirements	
1.	Meeting minutes
2.	Group/Individual profile
3.	Group photos (<i>At least two performing photos</i>)
4.	Receipt (s) of original deposit slip
5.	Completely filled application form

F. RENEWAL FEE & STRUCTURE

The Performing Arts Certificate will be renewed after every three (3) years from the date of registration. Copy (ies) of the Group/Individual Performing Arts Certificate (s) must be presented to NCC Cultural Officer in charge for renewal.

Renewal of certificate fee	
Performing Arts	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

G. 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)	
Performing Arts	K100

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

H. REGISTRATION FEE & REQUIREMENTS FOR PROVINCIAL CULTURE OFFICE

The requirements for the registration of the performing arts groups, artists, etc. 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 Performing Arts		
New Application fee		
National Commission	Cultural	K100
Provincial Culture Office		K50
Total application fee		K150

Requirements	
1.	Meeting minutes
2.	Group profile
3.	Group photos (<i>At least two performing photos</i>)
4.	Receipt (s) of original deposit slip
5.	Completely filled application form

I. 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

J. 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. Traditional Cultural Dance	
1.2. Contemporary Dance	
1.3. Contemporary Theatre	
1.4. Traditional Music	
1.5. Contemporary Music	
1.6. Traditional Drama	
1.7: String Band	
1.8. Folklore, legends, oral history, etc.	
1.9. Choir and or Peroveta	
1.10. Traditional Theatre	
1.11. Others	

2. Are you applying as an individual or as a group?

(Refer to the table below)

	Please Tick
1 Individual	
2 Group	

K. GROUP / INDIVIDUAL REGISTRATION DETAILS.

Registration details	
1	Group / Individual Name (Name to be registered under)
2	Date of Formation (Actual date the group was formed)
3	Current Residence (Where the Group/Individual are currently residing)

4.	Province of Representation <i>(Province which the group/individual represents)</i>	
5.	Name of your district	
6.	Name of your village	
7.	Name of your clan	
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:	

L. CHARACTER DETAILS

1. Background history of the group/individual.

1. List down activities/performances which the group/individual has participated in for the last twelve (12) months.

2.1. _____

2.2. _____

2.3. _____

2.4. _____

2.5. _____

2.6. Were these performances for free or for payments?

2.7. If for payments, how much did the group raised in total?

M. GROUP COMPOSITION

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

2. Name of the members and type of duty/role they play

(Should the members exceed 30, please attach the continuing list as a separate sheet)

No.	Name	Type of duty / role
1.	Mr./Mrs./Ms.	
2.	Mr./Mrs./Ms.	
3.	Mr./Mrs./Ms.	
4.	Mr./Mrs./Ms.	
5.	Mr./Mrs./Ms.	
6.	Mr./Mrs./Ms.	
7.	Mr./Mrs./Ms.	
8.	Mr./Mrs./Ms.	
9.	Mr./Mrs./Ms.	
10.	Mr./Mrs./Ms.	
11.	Mr./Mrs./Ms.	
12.	Mr./Mrs./Ms.	
13.	Mr./Mrs./Ms.	
14.	Mr./Mrs./Ms.	
15.	Mr./Mrs./Ms.	

16.	Mr./Mrs./Ms.	
17.	Mr./Mrs./Ms.	
18.	Mr./Mrs./Ms.	
19.	Mr./Mrs./Ms.	
20.	Mr./Mrs./Ms.	
21.	Mr./Mrs./Ms.	
22.	Mr./Mrs./Ms.	
23.	Mr./Mrs./Ms.	
24.	Mr./Mrs./Ms.	
25.	Mr./Mrs./Ms.	
26.	Mr./Mrs./Ms.	
27.	Mr./Mrs./Ms.	
28.	Mr./Mrs./Ms.	
29.	Mr./Mrs./Ms.	
30.	Mr./Mrs./Ms.	

N. REASONS FOR REGISTRATION.

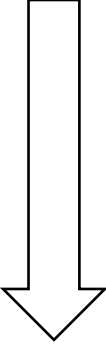
O. GROUP/INDIVIDUAL OBJECTIVES.

(State Group / Individual Objectives)

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

P. BANK ACCOUNT DETAILS.

1.	Bank Name	
2.	Branch	
3.	Account Name	
4.	Account Number	
5.	Account type	
6.	Signatories:	Chairperson: Name: _____ Signature: _____

	Secretary: Name: _____ Signature: _____
	Treasurer: Name: _____ Signature: _____

Q. 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)

R. AUTHORISATION OF PERSON TO ACT AND RECEIVE COMMUNICATION.

Details of authorized person	
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 group/individual, with 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 group/individual 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 Performing Arts 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.