



**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 2 - VISUAL ARTS

REGISTRATION APPLICATION FORM

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

<b>OFFICER – IN – CHARGE:</b>	
<b>OFFICER'S SIGNATURE:</b>	
<b>DATE OF ISSUE:</b>	

### **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, handicrafts, arts, costumes, performances, initiations, rituals and ceremonies

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. The changes that are taking place in our traditional cultural groups are now classified as contemporary culture.

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 cultural groups, visual artists in the area of textile, sculptures, wood covers, designers, weavers, potters and other visual art practitioners throughout the country to register.

The purpose of registration is in three-fold:

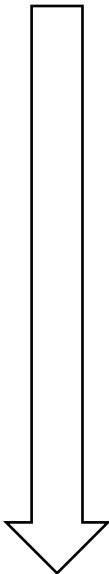
1. To encourage and ensure that they preserve, safeguard and promote their arts and cultures through visual arts.
2. To encourage and ensure their authenticity in line with the guidelines of the presentations; *and*
3. To promote and market visual artists and their artworks to the public.

### **C. HOW TO APPLY.**

1. Check the tables on the next page 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**.

### **D. VISUAL ARTS CATEGORY & SUB – CATEGORY OF REGISTRATION.**

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

Category	Sub – Category	Group / Individual
Visual Arts	2.1. Artefacts	
	2.2. Pottery	
	2.3. Stone Carving	
	2.4. Weaving/Handicraft	
	2.5. Traditional Painting	
	2.6. Traditional Tattooing	
	2.7. Ornaments/Jewelry	
	2.8. Digital Design	
	2.9. Contemporary Wood Carving	
	2.10. Sculpture	
	2.11. Contemporary Tattooing	
	2.12. Contemporary Painting	
	2.13. Textiles/Fashion	
	2.14. Floral Arts	
	2.15. Wood Carving	
	2.16. 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 Visual 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 Visual Arts Certificate (s) will be renewed after every three (3) years from the date of registration. The copy (ies) Group/Individual Visual Arts

Certificate (s) must be presented to NCC Cultural Officer in charge for renewal.

<b>Renewal of certificate fee</b>	
Visual Arts	K50

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

### **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 following requirements stated in the table below;

<b>Penalty fee (s)</b>	
Visual Arts	K100

<b>Requirements for reprint</b>	
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 for the Visual Arts groups, visual 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.

<b>Fees for Visual Arts</b>		
<b>New Application fee</b>		
National Cultural Commission		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 Waiganl
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
2.1. Artefacts	
2.2. Pottery	
2.3. Stone Carving	
2.4. Weaving/Handicraft	
2.5. Painting	
2.6. Tattooing	
2.7. Ornaments	
2.8. Graphic Designs	
2.9: Contemporary Wood Carving	
2.10. Sculpture	
2.11. Contemporary Pottery	
2.12. Contemporary Painting	
2.13. Textiles	
2.14. Floral Art	

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 <i>(Name to be registered under)</i>	
2..	Date of Formation <i>(Actual date the group was formed)</i>	
3.	Current Residence <i>(Where the Group/Individual are currently residing)</i>	
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.	Home address	
11.	Your Postal address	
12.	Your Contact Details	
	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.**

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**2. List down events/programs 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 activities 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	

3. **Name of members and type of duty/role**  
*(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.**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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**O. GROUP/INDIVIDUAL OBJECTIVES.**

*(State Group / Individual Objectives)*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

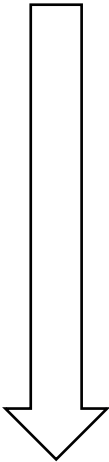
7. \_\_\_\_\_

8. \_\_\_\_\_



9. \_\_\_\_\_  
 10. \_\_\_\_\_

**P. BANK ACCOUNT DETAILS.**

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

**Q. 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)

**R. 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/Landline 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

### S. CLOSURE OF REGISTRATION

Registrations for the Visual Arts throughout the country closes on **October 30<sup>th</sup>** of every year. All lodgments for the registration should reach NCC before the closing date for the production of the certificates.