



APPLICATION | REGISTRATION | FORM 3
CATEGORY 3 CULTURAL CENTER



Fill in the Application Form with your correct details, name, physical address and clearly specify which category you are applying for:

1	GROUP INDIVIDUAL NAME		Contact Person				
	Physical Address		Province				
	Postal Address		Position				
	Contact Details						
	Type	Mobile Land-line N ^o	Whatsapp N ^o	Email address			
SUB-CATEGORY. Please tick the box to indicate which category you are applying for:							
2	1. Provincial Cultural Centre	<input type="checkbox"/>	2. District Cultural Centre	<input type="checkbox"/>	3. Community Cultural Centre	<input type="checkbox"/>	4. Cultural Research Centre
	5. Individual Cultural Centre	<input type="checkbox"/>	6. Spirit House	<input type="checkbox"/>	7. Others		
3	CULTURAL CENTER	Name:		Date establishment:			
		Location:		Your local dialect (Language):			
4	GROUP OR INDIVIDUAL. Please tick appropriate box:		<input type="checkbox"/> Group	<input type="checkbox"/> Individual	<input type="checkbox"/> Community		
COMMITTEE COMPOSITION. If you are applying as a group please provide the following information below:							
5	Chairperson		Contact number	Signature	Date		
	Secretary		Contact number	Signature	Date		
	Treasurer		Contact number	Signature	Date		
			Contact number	Signature	Date		
6	FEE STRUCTURE Tick box to specify type of application:		New Application K150 <input type="checkbox"/>	Renewal K100 <input type="checkbox"/>	Penalty K200 <input type="checkbox"/> (damage/lost)		
	Registration requirement for NEW APPLICATION RENEWAL PENALTY 1. Filled Application Form 2. Meeting Minutes 3. Group/Individual Profile 4. Group Photos (at least two performing photos) 5. Bank receipt 6. Provincial/District Endorsement Letter						
7	RENEWAL PENALTY LOST. Attached the following documents.						
	1. Filled application form 2. Meeting Minutes 3. Statutory Declaration 4. Copy of Certificates						
BANK DETAILS. Fill in your bank details:							
8	1. Account Name	2. Bank Name	3. Branch	4. Account Number	5. Account type		
9	DECLARATION						
	We/I _____ declare that the information provided on this form and on any attachments is complete and correct in every detail. We/I acknowledge that We/I have read and understood the guidelines on this application. We/I, are aware of the conditions that may apply and that We/I, are/am required to abide by them. We/I are/am aware that We/I must advise the National Cultural Commission of any changes to information provided on this form.						
We/I _____ declare that We/I abide and adhere to the guidelines pertaining to the registration of a Cultural Center with the National Cultural Commission.							
Chairperson: _____ Signature: _____ Date: _____							
Secretary: _____ Signature: _____ Date: _____							
Treasurer: _____ Signature: _____ Date: _____							
10	REGISTRATION SCHEDULE		Closure of registration	Clients day			
	Application lodgment days		Certificate collection days	Tuesdays and Thursdays			
	Mondays and Wednesdays		Fridays	* Application Forms can also be picked up			
FOR NCC OFFICE USE ONLY							
11	Certificate N ^o :	Receipt N ^o :	Date Registered:	Expiry Date:			
	Name of officer-in-charge		Officers' signature		Date of issue		
NATIONAL CULTURAL COMMISSION BANK DETAILS							
12	Bank Name	Account Name	Account N ^o	Account Type			
	Bank South Pacific (BSP)	National Cultural Commission Gift Shop	7017186979	Cheque			
13	NATIONAL CULTURAL COMMISSION MINISTRY OF TOURISM, ARTS AND CULTURE PO BOX 7144, BOROKO 111, NCD. PAPUA NEW GUINEA PH: +[675] 323 5111 +[675] 323 5222 EM: culture@ncc.gov.pg						

CATEGORY 3 | CULTURAL CENTER | APPLICATION FORM

We value culture as the source of our identity, strength, guide and prosperity.

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.

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:

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

HOW TO APPLY.

See the Application Form to determine the category and sub-categories of registration you are applying for. Please, use a BLACK or BLUE PEN/BIRO, and write neatly in ENGLISH.

CULTURAL CENTER CATEGORY & SUB – CATEGORY OF REGISTRATION.

Check the Application Form to see which Sub Categories under Cultural Center would you like to apply. Refer to table 2 on the Application Form then fill out the appropriate categories.

REGISTRATION FEE & REQUIREMENTS

The registration fees and requirements are shown on table 6 on the Application Form. Registration fee (s) MUST be deposited directly into the National Cultural Commission's Gift Shop Account. Account details provided on table 12. Attach the deposit receipt together with the filled registration Application Form including all the requirements.

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 the reprint and the certificate holder will be asked to provide the requirements stated in table 7 of the Application Form.

ACCOUNT DETAILS

Deposit your registration fee (s) into NCC's account. Account details are provided on table 12 of the Application Form.

SUB-CATEGORY OF REGISTRATION.

Which sub-category do you wish to be classified under? Refer to table 2 on the Application Form.

Are you applying as an individual or as a group? Refer to table 3 on the Application Form.

GROUP / INDIVIDUAL REGISTRATION DETAILS.

Refer to table 4 on the Application Form.

CULTURAL CENTER DETAILS AND OBJECTIVES

Provide background history of the Cultural Center and its objectives.

List down activities/performances which the Cultural Center hosted in the last twelve (12) months.

1. Were these performances for free or for payments?
2. If for payments, how much did the group raised in total?

GROUP COMPOSITION

Names of members and type of duty/role they play in the group. Refer to table 5 on the Application Form.

Should the members exceed 30, please list their names on a separate sheet. (attachment)

REASONS FOR REGISTRATION (State Group / Individual Objectives)

On a separate sheet (attachment) provide reasons and purpose of your registration.

CULTURAL CENTER OBJECTIVES

On a separate sheet (attachment) provide objectives of your registration.

BANK ACCOUNT DETAILS

Provide your bank details. If as a group provide names of signatories. Refer to table 8 on the Application Form.

DECLARATION

The Declaration Must be signed by the Chairperson and the Secretary. Refer to table 9 on the Application Form.

AUTHORISATION OF PERSON TO ACT AND RECEIVE COMMUNICATION

The main contact person for all correspondence to be channelled to must have his/her name and contact details in table 1 on the Application Form.

ATTACHMENTS

If you have incorporated your group/individual, with IPA or yet to incorporate and want to pursue your activities in a form of a business make a separate submission of your profile, including your IPA Certificate, Company Extract, TIN and other necessary documents.

REGISTRATION SCHEDULE | CLOSURE OF REGISTRATION

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

NCC BANK DETAILS

NCC's bank details are provided on table 12 of the Application Form.

CONTACT NCC

For further information contact NCC. See contact details on table 13 of the Application Form.