



APPLICATION | REGISTRATION | FORM 4
CATEGORY 4 CULTURAL EVENTS



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°	Whatsapp N°	Email address						
2	SUB-CATEGORY. Please tick the box to indicate which category you are applying for:									
	1. National Shows/Festival	<input type="checkbox"/>	4. District Show/Festival	<input type="checkbox"/>	7. Roadshow /Expo	<input type="checkbox"/>	10. Floral Art Show	<input type="checkbox"/>	14. Theater Festival	<input type="checkbox"/>
	2. Regional Show/Festival	<input type="checkbox"/>	5. Film Festival	<input type="checkbox"/>	8. Arts Exhibition	<input type="checkbox"/>	11. Rituals & Ceremonies	<input type="checkbox"/>	15. Others	<input type="checkbox"/>
	3. Provincial Cultural Show	<input type="checkbox"/>	6. Children's Show	<input type="checkbox"/>	9. Fashion Show	<input type="checkbox"/>	13. Music Festival	<input type="checkbox"/>		<input type="checkbox"/>
3	GROUP OR INDIVIDUAL. Please tick appropriate box:		<input type="checkbox"/> Group	<input type="checkbox"/> Individual						
4	COMMITTEE COMPOSITION. If you are applying for a group please provide the following information below:									
	Chairperson	Contact number	Signature	Date						
	Secretary	Contact number	Signature	Date						
	Treasurer	Contact number	Signature	Date						
5	FEE STRUCTURE. Tick box to specify type of application		New Application K200 <input type="checkbox"/>	Renewal K150 <input type="checkbox"/>	Penalty K250 <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									
6	RENEWAL PENALTY LOST. Attached the following documents.									
	1. Filled Application Form 2. Meeting Minutes 3. Statutory Declaration 4. Copy of Certificates									
7	BANK DETAILS. Fill in your bank details:									
	1. Account Name	2. Bank Name	3. Branch	4. Account Number	5. Account type					
8	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 Event with the National Cultural Commission.									
9	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						
10	FOR NCC OFFICE USE ONLY									
	Certificate N°:	Receipt N°:	Date Registered:	Expiry Date:						
	Name of officer-in-charge		Officers' signature	Date of issue						
11	NATIONAL CULTURAL COMMISSION BANK DETAILS									
	Bank Name:	Account Name:	Account N°:	Account Type:						
12	Bank South Pacific (BSP)		National Cultural Commission Gift Shop	7017186979	Cheque					
	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 4 | CULTURAL EVENT | APPLICATION FORM

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

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.

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;

- To encourage and ensure that they preserve, safeguard and promote their arts and cultures,
- To encourage and ensure their authenticity in line with the guidelines of the presentations and performances; and
- To promote and market cultural events.

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 EVENTS CATEGORY & SUB – CATEGORY OF REGISTRATION.

Check the Application Form to see which Sub Categories under Cultural Event 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 5 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 11. 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 6 of the Application Form.

ACCOUNT DETAILS

Deposit your registration fee (s) into NCC's account. Account details are provided on table 11 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 the table 3 on the Application Form.

GROUP / INDIVIDUAL REGISTRATION DETAILS

Refer to table 4 on the Application Form.

CHARACTER DETAILS | CULTURAL EVENT'S OBJECTIVES

Provide background history of your Cultural Event and its objectives.

List down activities/performances which the Cultural Event 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 4 of 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.

GROUP/INDIVIDUAL OBJECTIVES

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

BANK ACCOUNT DETAILS

Provide your bank details. If group provide names of signatories. Refer to table 7 of the Application Form.

DECLARATION

The Declaration Must be signed by the Chairperson and the Secretary. Refer to table 8 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 any form of a business make a separate submission of your profile, including your IPA Certificate, Company Extract, TIN and other necessary documents.

State why you would like to pursue your group/individual Cultural Event into a business. (provide attachment)

REGISTRATION SCHEDULE | CLOSURE OF REGISTRATION

Registrations for Cultural Events 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 11 of the Application Form.

CONTACT NCC

For further information contact NCC. See contact details on table 12 of the Application Form.