



APPLICATION | REGISTRATION | FORM 2  
CATEGORY 2 VISUAL ARTS



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

1	<b>GROUP   INDIVIDUAL NAME</b>		Contact Person		
	Physical Address		Province		
	Postal Address		Position		
	Contact Details				
	Type	Mobile   Land-line N <sup>o</sup>	Whatsapp N <sup>o</sup>	Email address	
<b>SUB-CATEGORY.</b> Please tick the box to indicate which category you are applying for:					
2	<input type="checkbox"/> 1. Artefact	<input type="checkbox"/> 5. Weaving/Handicraft	<input type="checkbox"/> 9. Ornaments/Jewelry	<input type="checkbox"/> 13. Graphic Design	<input type="checkbox"/> 17. Wood Carving
	<input type="checkbox"/> 2. Pottery	<input type="checkbox"/> 6. Traditional Painting	<input type="checkbox"/> 10. Contemporary Tattooing	<input type="checkbox"/> 14. Contemporary Painting	<input type="checkbox"/> 18. Others
	<input type="checkbox"/> 3. Sculpture	<input type="checkbox"/> 7. Traditional Tattooing	<input type="checkbox"/> 11. Contemporary Wood Carving	<input type="checkbox"/> 15. Textiles/Fashion	
	<input type="checkbox"/> 4. Photography	<input type="checkbox"/> 8. Literary Arts	<input type="checkbox"/> 12. Stone Carving	<input type="checkbox"/> 16. Floral Arts	
3	<b>GROUP OR INDIVIDUAL.</b> Please tick appropriate box		<input type="checkbox"/> Group	<input type="checkbox"/> Individual	
<b>COMMITTEE COMPOSITION.</b> If you are applying as a group please provide the following information below:					
4	Chairperson		Contact number	Signature	Date
	Secretary		Contact number	Signature	Date
	Treasurer		Contact number	Signature	Date
<b>FEE STRUCTURE.</b> Tick box to specify the type of application:					
5	New Application K100 <input type="checkbox"/>		Renewal K100 <input type="checkbox"/>	Penalty K150 <input type="checkbox"/> (damage/lost)	
	Registration requirement for: <b>NEW APPLICATION   RENEWAL   PENALTY</b>				
1. Filled Application Form   2. Meeting Minutes   3. Group/Individual Profile   4. Group photos (at least two performing photos)   5. Bank receipt					
<b>RENEWAL   PENALTY   LOST.</b> Attached the following documents.					
6	1. Filled Application Form   2. Meeting Minutes   3. Statutory Declaration   4. Copy of Certificates				
<b>BANK DETAILS.</b> Fill in your bank details:					
7	1. Account Name:	2. Bank Name	3. Branch	4. Account Number	5. Account type
<p><b>DECLARATION</b></p> <p>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.</p> <p>We/I _____ declare that We/I abide and adhere to the guidelines pertaining to the registration of a Visual Arts group/individual with the National Cultural Commission.</p> <p>Chairperson: _____ Signature: _____ Date: _____                  Secretary: _____ Signature: _____ Date: _____                  Treasurer: _____ Signature: _____ Date: _____</p>					
9	<b>REGISTRATION SCHEDULE</b>		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	
<b>FOR NCC OFFICE USE ONLY</b>					
10	Certificate N <sup>o</sup> :	Receipt N <sup>o</sup> :	Date Registered:	Expiry Date:	
	Name of officer-in-charge		Officer's signature		Date of issue
<b>NATIONAL CULTURAL COMMISSION BANK DETAILS</b>					
11	Bank Name:	Account Name:	Account N <sup>o</sup> :	Account Type:	
	Bank South Pacific (BSP)	National Cultural Commission Gift Shop	7017186979	Cheque	
12	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 2 | VISUAL ARTS | 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 is evident in cultural activities such as body decorations, costumes, performances, initiations, rituals and ceremonies.

This 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 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 and other art practitioners throughout the country to register.

The purpose of registration is in three-fold:

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

**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.

**PERFORMING ARTS CATEGORY AND SUB-CATEGORIES OF REGISTRATION**

Check the Application Form to see which Sub Categories under Visual Arts 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.

**RENEWAL FEE & STRUCTURE**

The Visual 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's Officer in charge for renewal. Refer to table 5 on the Application Form.

**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 the certificate holder will be asked to provide the requirements stated in table 5 on 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 the 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 3 on the Application Form.

**GROUP/INDIVIDUAL DETAILS**

Provide a background history of the group/individual.

List down activities/performances which the group/individual has participated in for 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 the type of duty/role they play in the group. Refer to table 4 on the Application Form.

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

**REASONS FOR REGISTRATION (State Group / Individual)**

On a separate sheet (attachment) provide reasons, purpose or objectives for your registration.

**BANK ACCOUNT DETAILS**

Provide your bank details. If as a group provide names of signatories. Refer to table 7.

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

**NCC BANK DETAILS**

NCC's bank details are provided on table 11 of the Application Form.

**CONTACT NCC**

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