



NATIONAL
FILM  **TELEVISION**
INSTITUTE
of Papua New Guinea

P.O.Box 795, Goroka
Eastern Highlands Province, 441
Papua New Guinea
Tel: +675 5322897
Fax: +675 5322938
Email: nfi@global.net.pg
Visa Section:
visas.nfi@global.net.pg

(NFI - Form AVA1/05)

CONDITIONS & REQUIREMENTS :

CONDITIONS:

Agreement to the following list of '**Conditions & Requirements**' is an important pre-requisite for the issuing of a Filmmaking/Research Visa by the Papua New Guinea Department of Foreign Affairs.

We ask that each intending Filmmaker/Researcher read and consider these 'Conditions and Requirements' carefully before agreeing to sign the document.

When completed an original signed copy of this form should be packaged together with the appropriate PNG Filmmaking Visa Application Forms, passport details etc and lodged at your nearest Papua New Guinean High Commission, or Embassy.

Further a duplicate set of each individual filmmaker/s completed Visa Application package including the signed form '**Conditions and Requirements**' together with the additional Film Project outline items as listed on page 2 under - '**Requirements**' should be airmailed / couriered poste haste direct to:

VIA AIRMAIL:

The Filmmaking Visa Liason Section,
National Film Institute, P.O. Box 795, Goroka, EHP, Papua New Guinea

VIA COURIER:

National Film Institute, NBC Studios, Elizabeth Street, Goroka CBD, Eastern Highlands Province, Papua New Guinea

In addition you should include any letters of support for your project from International or Papua New Guinean Institutions, academic authorities, national and or provincial government bodies, NGO's and village communities.

Such information can be a distinct advantage in assisting the speeding up of the approval process.



a member of the National Cultural Commission

The NFI strongly recommends that all filmmakers lodge their completed paperwork at both their nearest Papua New Guinean Diplomatic Station, and the National Film Institute in Goroka PNG at least 12 weeks before the intended date of travel

NOTE: (Filmmaking Visas cannot be issued at Port of Entry into PNG).

FEES & CHARGES:

A **Visa Application Fee of Kina 50.00** will be charged by the PNG Overseas Mission issuing the Visas. (This particular fee is subject to variation without notice)

An additional **NFI Affiliation & Filmmaking Visa facilitation Fee of U\$ 1000.00** is required to be paid directly to the National Film Institute as soon as the NFI confirms by fax or email of having received your document package in Goroka.

NATIONAL FILM INSTITUTE BANKING DETAILS

Account Name: National Film Institute
Account Type: Cheque Account
Acc. Number: 8301 1000751387
Bank: Bank of South Pacific
Branch: Goroka
Address: Bank of South Pacific, (Elizabeth St.)
P.O.Box 84, Goroka, Eastern Highlands Province, Papua New Guinea.

Bank Swift Code: BOSPP GPM

(The National Film Institute has no Credit Card facilities)

Payment of Fees

Fees payable to the National Film Institute must be paid in advance of arrival in Papua New Guinea. If it is not possible to arrange a bank draft in PNG kina, a bank draft for the equivalent amount in US dollars or Australian dollars is acceptable.

The preferred method is by Telegraphic Transfer direct to the NFI as per details above.

The NFI will not authorise an extension of any Filmmaking/research visa beyond the initial two-month period until these fees have been paid.

In the event your application/s for filming visa/s be unsuccessful the NFI will refund within 14 days of notification the sum of U\$400.00 from the NFI Visa & Affiliation Fee of U\$600.00 minus bank charges to an account nominated by the filmmakers

Should the filmmakers withdraw their visa application/s after submitting the relevant documents and prior to issuance of the visas by the PNG Department of Foreign Affairs the National Film Institute will charge the filmmakers a Cancellation Fee of U\$200.00

The balance of U\$400.00 from the NFI's Visa Application & Affiliation Fee of U\$600.00 will be refunded to the Visa Applicants within 14 days of notification of intention to withdraw.

REQUIREMENTS:

Filmmaking proposals submitted to the National Film Institute should include:

- a Synopsis of the film together with a Treatment in non-technical language;
 - details of the production house, sponsorship, and funding sources;
 - details of research / filmming methodology and intended production timeframe;
 - a brief overview of literature that is relevant to the programme topic; and
 - an assessment of the relevance and ethical implications of the proposed film project for Papua New Guinea.
- an up-to-date curriculum vitae for each member of the film team;
- two references from peer group experts in Film/Television and related industries;
 - a signed copy of the '**Conditions and Requirements Form**' for Film Makers/ Researchers in Papua New Guinea'

In addition filmmakers are required to provide evidence that copies of any earlier filming projects within or about PNG have been deposited with the National Film Institute, P.O.Box 795. Goroka. EHP. Papua New Guinea.

They must also agree to deposit (2) two copies of the completed film/video programme with the Film & Television Archives of the National Film Institute in Goroka.

Copy 1. - to be in either BETACAM SP or DVCAM videotape format.

Copy 2. - to be an All Zone DVD

to inform and discuss with the National Film Institute any major changes including locations, venues and subject material that may become necessary during the course of filmming.
(This is an important point, and could help avoid any potential conflicts of interest)

Agree to call in at the National Film Institute in Goroka, should the Eastern Highlands Province be included in the Project itinerary, if not to confirm by telephone, fax or email on arrival in Papua New Guinea and again before departure overseas.

SIGNED IN AGREEMENT

I _____ (Please PRINT IN FULL)
have read the 'Guidelines' and above list of 'Conditions and Requirements', and hereby agree that I/We shall abide by them.

Name/s (please print):

Signature

Date:

Address/contact details