



## Frequently Asked Questions

### Corporatewear Register

#### Purpose

##### 1. What is the benefit of the Corporatewear Register?

When businesses (employers) register non-compulsory corporate uniform sets with the Corporatewear Register (the Register):

- Employees are eligible for tax deductions for expenses incurred for the rental, purchase or maintenance of uniform items; and
- The employer is exempt from Fringe Benefits Tax to the extent they subsidise the cost of the uniform.

#### Registration

##### 2. What is the definition of a non-compulsory corporate uniform set?

A set of clothing and accessory items (not protective or occupation-specific) which distinctly identifies a particular employer, product or service, which an employer encourages their employees to wear to work, however it is not compulsory for them to do so.

##### 3. To be eligible must uniforms be purchased from a uniform supplier, or can they be purchased from any clothing retailer?

Uniforms may be purchased from any supplier, manufacturer or retailer as long as the uniform set meets the criteria in the [Guidelines](#).

##### 4. How long does it take to receive approval to register uniforms?

Applications are processed in the order they are received. Depending on workload, decisions are usually made within two weeks. If further information is requested decisions may take longer.

##### 5. When should applications be submitted?

If applications are submitted prior to commencing production, purchase and embroidery of garments, it will ensure the uniform sets comply with the [Guidelines](#).

##### 6. If an employer provides employees partial or full subsidy for uniforms is it still necessary for the employer to apply to the Register?

To receive the benefits of being registered the employer needs to apply to the Register, whether or not an employer provides employees partial or full subsidy for uniform sets.

##### 7. If the majority of employees of a business wear a compulsory uniform however some staff wear a non-compulsory uniform, is the employer exempt from registering the design of the non-compulsory uniform set?

For employers and employees to receive the benefits of the Register the employer needs to apply to register non-compulsory uniform sets for the group of employees that has the option to wear them.

**8. If an employer discovers they can register non-compulsory corporate uniforms after they have been purchased, can approval be back-dated?**

Provided the uniform set meets the [Guidelines](#) registration approval can be back-dated.

**9. How much does it cost to use the Register?**

Registering a uniform set is free.

## Criteria

**10. Is it necessary for employers to register the uniform as a set rather than individual pieces?**

To be eligible employers must register non-compulsory uniforms as a *set*; single items of clothing (other than full-body garments such as dresses) are not eligible to be registered.

**11. Are identifiers required on each item of the uniform? If so, where can identifiers be placed?**

Identifiers are required on every item of the uniform set. Subject to size restriction for stand-alone identifiers, they can be located on any external part of the uniform, provided one identifier is clearly visible at all times from a distance of two metres.

**12. What size must the identifier on uniform items be?**

To be eligible for the Register the identifier on uniform items must be clearly visible from a distance of two metres, and cover at least 80% of a four square centimetre area.

**13. What size must the identifier on accessories be?**

To be eligible for the Register the identifier on accessory items must cover a one square centimetre area.

**14. If an identifier is required on all uniform items, where should it be placed on skirts, pants and shorts?**

While there is no rule about precisely where identifiers must be placed on lower body garments, they cannot be on the waistband because they could be concealed by a belt.

**15. Do all accessories require identifiers?**

In order to be accepted on the Register as part of a set, accessories must have identifiers.

**16. Can I have two different identifiers on different items of uniform (e.g. a company logo with a word on shirts and a company logo without words on pants)?**

Provided the two different identifiers are distinctive and reflect the corporate image of the employer they can be considered a uniform set on the Register. However, if every item of clothing has a different identifier, the uniform is not considered a set and cannot be accepted on the Register.

**17. Can shoes, short socks, stockings and underwear form part of a uniform?**

These items cannot form part of a uniform set on the Register in any circumstance. However socks long enough for the identifier to be clearly visible from a two metre distance are eligible.

**18. If a uniform has a shirt and pants with an identifier but the tie does not have an identifier, does it mean the registration for the uniform will fail?**

A tie without an identifier will not disqualify the registration of the shirt and pants because the shirt and pants with identifiers are considered a set. As the tie is an accessory it must have an identifier to be approved as part of the set.

**19. Can the identifier feature colours which are different to the uniform?**

The maximum of eight colours only applies to the clothing. The identifier can contain numerous colours, as long as it contrasts to the clothing, and is visible from a two metre distance.

**20. If an employer registers a uniform for employees, are contractors covered?**

For the purposes of the Register contractors are defined as employees. Once an employer has registered a uniform set, all of the benefits available to employees are available for contractors.

## **21. If a franchisor/holding company registers a uniform, are franchisees/subsidiary companies using identical uniforms covered by the same application?**

A franchisor/holding company is able to lodge one application. Providing a franchised unit/subsidiary company signs a declaration (page 6 of the [application form](#)) that they are using an identical uniform set to the one registered by the franchisor/holding company, they will have access to the same benefits.

## **22. How is the Common Theme assessed?**

There must be one common colour for lower body garments to act as a common theme for a uniform set. This colour must be worn by both men and women.

## **23. What is the process to update a uniform on the Register?**

Post (or email a scan of) a letter on letterhead, signed by the employer to the Register stating the registration number and the changes proposed, e.g. the items to phase out, and items to add to the Register. Attachments (as items or scans) are only required if there is a change to a registered colour or identifier.

## **24. How can someone find out what is on the Register for a company?**

Send an email or call the Register to request details.

## **25. Where can application forms and guidelines be obtained?**

All relevant information can be downloaded from [business.gov.au](#).

## **26. Can application forms be submitted by email?**

Application forms can be submitted by email provided they contain attachments of high quality scans of the fabric/logo/identifier, and sketches or images, with all colours shown or described.

## **27. Where can advice regarding claiming tax deductions for uniform expenditure be obtained?**

The role of AusIndustry is to administer the Corporatewear Register as per the [Approved Occupational Clothing Guidelines](#). For advice

regarding tax deductions for expenses incurred on registered uniform sets please refer to the *Australian Taxation Office* on 13 28 61 or [www.ato.gov.au](#).

## **28. Where can applications and correspondence be sent?**

Corporatewear Register  
C/- AusIndustry  
GPO Box 2013  
Canberra ACT 2601

Call the Register on (03) 9268 7944 or email [corporate.wear@industry.gov.au](mailto:corporate.wear@industry.gov.au)

## **29. Need more information?**

For more information, visit [business.gov.au](#) or call 13 28 46.