

Department of Climate Change, Energy, the Environment and Water

NSW Renewable Energy Sector Board

Submission Guidelines for Increasing Local
Content Requirements

November 2024



Acknowledgement of Country



Department of Climate Change, Energy, the Environment and Water acknowledges the traditional custodians of the land and pays respect to Elders past, present and future.

We recognise Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

Artist and designer Nikita Ridgeway from Aboriginal design agency – Boss Lady Creative Designs, created the People and Community symbol.

NSW Renewable Energy Sector Board

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1 Purpose

This Submission Guide is a supplementary public document providing guidance for Proponents on how to prepare and submit proposals to increase local content requirements (LCRs) that are cost effective, protect electricity customers and are consistent with trade obligations.

This guide details the governance, process, criteria and resources for submission and assessment of proposals and is to be read in conjunction with the:

- Boards Plan for the NSW Renewable Energy Sector (RESB Plan, 2022)
- Approach to Increasing Local Content Requirements (LCRs)
- Assessment Templates (and Online Platform)

The LCR categories are as defined in the Board’s plan under the supply chain inputs theme which comprise of products, components and services over the lifecycle of renewable energy assets.

2 Governance

2.1 Stakeholder roles, responsibilities and accountabilities

The following stakeholder roles, responsibilities and accountabilities are nominated for the submission and assessment of proposals (Table 1).

Table 1: stakeholder roles, responsibilities and accountabilities

Cohort	Role	Responsibilities	Accountability
Proponents	To develop and submit proposals for increasing LCRs.	Developing proposals to address all assessment criteria and any feedback received from the Assessment Committee. Providing a response to the Assessment Committee explaining how the feedback will be addressed.	Reporting to the Proponents’ stakeholders
The Renewable Energy Sector Board (the Board)	Identifying the scope for NSW to further develop supply chains so that industry can deliver local content.	Nominating eligible Board members for the Assessment Committee and directing management of conflicts of interest. Oversight of the Assessment Committee to ensure adherence to governance, process and protocols. Decision making on and recommendation to increase LCRs for regulatory and Ministerial consideration.	Oversight of the Assessment Committee to ensure adherence to governance, process and protocols.

Cohort	Role	Responsibilities	Accountability
The Assessment Committee (subset of the Board)	To assess proposals and make recommendations to the Board for increasing LCRs.	Scoring proposals against merit criteria, considering bundled proposals, and making recommendations to the Board on proposals to increase LCRs. Providing feedback to Proponents via the Secretariat.	Reporting outcomes of assessments to the Board via the Secretariat.
The Secretariat (Department of Climate Change, Energy, the Environment and Water-DCCEEW)	Facilitate Assessment Committee governance and assessment of proposals. Provide support to the Assessment Committee with analysis, advice and communications.	Inducting Assessment Committee members and managing conflicts of interest. Identifying Proponents and requesting proposals. Reviewing proposals for eligibility, bundling proposals, managing economic and financial modelling to inform Assessment Committee scoring of proposals. Preparation of documentation and reporting of decisions. Stewardship of the assessment platform and resources. Facilitating communication with Proponents and managing Advisors. Supporting Assessment Committee meeting facilitation and record keeping. Engaging the Business and Probity Advisors on behalf of the Board and overseeing their activities.	Progress reporting to the Board, Departmental leadership and local content sub-committee of the Roadmap.
Business Advisors (consultant appointed by the Secretariat)	Providing technical and commercial advice and support to the Secretariat and Assessment Committee.	Supporting assessment of proposals including development of evidence-based inputs to economic and financial modelling. Supporting the Secretariat by undertaking financial and economic modelling of proposals (using standardised models). Providing advice to the Secretariat on process improvement and key risks of proposals.	Reporting to the Secretariat on development of consistent and reliable information in proposals and modelling results.

2.2 Confidentiality and disclosure of information

Unless otherwise stated, any commercial-in-confidence information provided by the Proponent as part of, or in connection with proposals to increase LCRs will be treated confidentially by DCCEEW.

DCCEEW may disclose commercial-in-confidence information provided by Proponents to the following parties:

- the Minister or Minister’s Department
- the Renewable Energy Sector Board
- the Regulator (the Independent Pricing and Regulatory Tribunal of New South Wales)
- the NSW Ombudsman and Audit Department of NSW
- the DCCEEW’s staff, consultants and advisers
- any agency or body of the NSW Government, or any other organisation or individual considered by the DCCEEW to have a need or an entitlement to know that information (including any federal, state or territory agency or body), where that need or entitlement to know that information arises out of or in connection with the DCCEEW’s assessment, verification or due diligence of any aspect of the Proponent’s submission
- where authorised or required by law to be disclosed, to those parties.

If the DCCEEW discloses commercial-in-confidence information to any of the above parties, the DCCEEW will inform the party that the information is strictly confidential. Otherwise, the DCCEEW will only disclose commercial-in-confidence information with consent of the Proponent.

2.3 Timetable

The timetable comprises ongoing rounds of assessment considering the capacity of the Board and Secretariat, resources available and potential interest from the market in submitting proposals with stages and indicative timeframes as follows:

Stages (one round)	Timeframe (minimum – maximum)	
Stage 1: Preliminary Assessment	3 months	
Stage 2: Detailed Assessment	5 months (few simple proposals)	+3 months (if many complex proposals)
Stage 3: Approval of Change	2 months	

3 Process

3.1 Overview

The following outlines the process for the Board to consider proposals when recommending future increases to LCRs with the aim of:

- linking future increases to LCRs with investment decisions; and
- considering risks to manufacturers and developers as well as to NSW electricity consumers.

The process is comprised of three stages with key activities as follows:

- **Stage 1 – Preliminary assessment** : The Assessment Committee, assisted by the Secretariat, assesses the quality, completeness and merit of high-level proposals and recommends which proposals should progress to Stage 2.
- **Stage 2 – Detailed assessment** : The Assessment Committee, assisted by the Secretariat, assesses the quality, completeness and merit of detailed proposals and recommends which proposals should progress to Stage 3. The Board determines whether to recommend an increase in LCR(s) to the Regulator and Minister.
- **Stage 3 – Approval of change** : This will be managed by the Secretariat with the Board. The Board updates and publishes its plan subject to Regulatory recommendation and Ministerial approval. Increase in local content requirements come into effect on the day the plan is published.

3.2 Detailed process

The following tables provide a detailed description of the process and are to be read in conjunction with the process maps in Appendix 1.

Table 2: Stage 1: Preliminary assessment

Step	Action	Lead (Support)
Step 1. The Board issues an open invitation to submit preliminary proposals	The Secretariat on behalf of the Board issues an open invitation on the DCCEEW website for Proponents to submit proposals to increase LCRs. Submission guidelines and templates will be made available on the DCCEEW website for Proponents to use in preparing proposals.	Board (Secretariat)
Step 2: The Secretariat actively seeks preliminary proposals	The Secretariat will convene an annual public information session (webinar) with Proponents, NSW Government agencies and Industry Associations to raise awareness of the opportunity and set expectations for submissions and assessment of proposals.	Secretariat (Board)
Step 3. Project Proponents	Proponents may submit proposals at any time throughout the year for Stage 1 or 2 assessment. The Secretariat will confirm receipt of proposals and	Proponent (Secretariat)

Step	Action	Lead (Support)
submit preliminary proposals	notify Proponents when the next round of assessment is due to begin. The Secretariat may respond to queries from Proponents to clarify the submission guidelines.	
Step 4: The Secretariat reviews eligibility and bundles proposals received	<p>The Secretariat will advise the Proponent if the proposal has passed or failed to meet the eligibility criteria for Stage 1.</p> <p>If the proposal has failed, the Secretariat will provide feedback to the Proponent and allow them to resubmit within a specified timeframe where there is sufficient time to reassess the proposal during the Stage 1 period.</p> <p>The Secretariat will identify proposals for concurrent, bundled assessment by the committee. To be eligible for bundling, proposals must target the same LCR (minimum requirement or stretch goal) for projects to be completed within the same period.</p> <p>If a detailed proposal is submitted during Stage 1 with all the information for Stage 2 assessment, and the Board determines that the proposal is of sufficient strategic importance to warrant assessment during the Stage 1 period, then the Secretariat will inform the Proponent of the timing for the Stage 2 assessment. In making this decision, the Board may consider the total costs and benefits, strategic alignment with NSW Government legislation, policies, strategies and plans, and other factors deemed appropriate.</p>	Secretariat
Step 5: The Assessment Committee considers preliminary proposals	<p>The Assessment Committee will conduct a merit assessment against the criteria set out in section 4.2 and determine whether to recommend proposals for the Board's consideration.</p> <p>The Board will vote on whether to progress to Stage 2 and the details of LCR increase.</p>	Assessment Committee (Secretariat)
Step 6: The Secretariat provides feedback to project Proponents	<p>If the Board decides that the proposal can progress to the next stage, the Secretariat will invite the Proponent to submit a detailed proposal via a 'letter of intent' from the Board.</p> <p>The 'letter of intent' will describe the intention to increase the LCR, the indicative amount (or range), intended date of effect and provide any feedback from the Board for the Proponent to address in Stage 2. The advice will also state any other conditions that should be met for the increase to take effect subject to successful Stage 2 assessment.</p> <p>If the Board decides that the proposal will not progress to the next stage, the Secretariat will provide feedback from the Board to the Proponent and advise that the proposal may be resubmitted for Stage 1 provided all feedback is addressed.</p>	Secretariat

Table 3: Stage 2: Detailed assessment

Step	Action	Lead (Support)
Step 7: The Secretariat appoints a Business Advisor	The Secretariat appoints a Business Advisor to support review of proposals and complete information from Proponents as inputs to economic (cost benefit) and financial (retail pricing impact) modelling.	Secretariat

Step	Action	Lead (Support)
to support the assessment of proposals		
Step 8: The Secretariat reviews the detailed proposal to ensure it provides the information required	<p>The Secretariat will review the detailed proposal and advise the committee whether the proposal is of sufficient quality and completeness of information and meets the mandatory criteria in section 4.1 to be eligible for assessment.</p> <p>The Secretariat will notify the Proponent if eligibility criteria are not met and allow the proposal to be resubmitted for Stage 2 provided the feedback is addressed.</p> <p>The Business Advisor undertakes economic and financial modelling of proposals on behalf of the Secretariat using NSW Government cost-benefit and retail electricity pricing tools. The modelling results will be considered in the assessment of proposals.</p>	Secretariat (Business Advisor)
Step 9: The Assessment Committee makes a recommendation to the Board for a yes/no decision on whether to increase local content requirement(s)	<p>The Assessment Committee will conduct a merit assessment against the criteria set out in section 4.2 and recommend proposals for the Board's consideration including information on:</p> <ul style="list-style-type: none"> • the proposed quantum of increase to a specific LCR (%) and when the change can come into effect (year, quarter); • the project milestones for each phase of the asset lifecycle (development, operations and maintenance and production); and • the key conditions that need to be achieved before an increase in LCRs is made. <p>In making the recommendation, the Assessment Committee will also provide advice to the Board on broader issues impacting the renewable energy sector including:</p> <ul style="list-style-type: none"> • the sector's capacity for sustainable production in the long term; • the distribution of any additional cost to consumers between manufacturing sectors; • implications for effective competition; and • the Board's requirements in terms of reporting on project milestones. <p>The Board will then decide whether to increase LCRs based on the Assessment Committee's recommendation.</p>	Board (Secretariat)
Step 10: The Secretariat provides feedback to the Proponents	<p>If the Board's decision is 'yes', the Secretariat will advise the Proponent of the decision and specify reporting requirements for key project milestones.</p> <p>If the Board's decision is 'no', the Secretariat will provide feedback from the Board to the Proponent and advise that the proposal may be resubmitted for Stage 2 provided all feedback is addressed (refer Step 9).</p> <p>The Secretariat will notify the Minister and the Regulator of approximate timing for respective consultations as part of Stage 3.</p>	Secretariat

4 Assessment

4.1 Eligibility assessment

The Secretariat will review Stage 1 and 2 proposals to confirm eligibility for merit assessment by the Assessment Committee. The eligibility assessment will cover completeness and quality of information including:

- Complete responses to all assessment criteria applicable at each stage.
- Mandatory response to all detailed requirements of the following sub-criteria in Table 4:
 - 1.4 Total project contract value is equal to or greater the threshold nominated
 - 3.1 Demonstration of financial capability and capacity to deliver
 - 5.1 Confirmation that the product or component will be manufactured in Australia or New Zealand, by an SME or a First Nations business

All mandatory responses are assessed as a pass or fail. Proponents must pass all mandatory criteria to proceed to merit assessment by the committee.

4.2 Merit assessment

The Assessment Committee will consider the merits of Stage 1 and 2 proposals by assessing against each of the assessment sub-criteria in Table 4 as follows. Proponents are encouraged to consider the detailed guidance in forming their proposals. The detailed guidance will inform assessment against the sub-criteria.

The highlighted columns denote assessment at either Stage 1 and/or Stage 2. Stage 2 proposals are expected to address committee feedback and develop responses so relevant Stage 1 criteria can be reassessed in context of more detailed information. This provides the opportunity for Proponents to improve their proposals and likelihood of increase LCRs.

Table 4: Merit assessment detailed requirements

Criterion	Sub-Criteria	Detailed Guidance	Stage 1	Stage 2
1. Strategic alignment	1.1 Alignment with the opportunities identified by the Board, delivery of jobs and broader benefits to New South Wales	1.1.1 Description of the product(s) to be manufactured locally aligns with key opportunities identified in the Board's plan (page 7 and Table 6) 1.1.2 Location of manufacture suitable to supply the REZs		
	1.2 Reduction in supply chain risk for the delivery of the Roadmap	1.2.1 The potential to supply critical products or components needed for the NSW renewable energy transition, which an increase in minimum local content requirements would enable (how the increase in local content can address an existing or forecast supply shortage within NSW, with the potential to achieve scale at speed, and create export opportunities for the sector)		
	1.3 Number and nature of jobs created	1.3.1 Number of additional new direct full time equivalent (FTE) jobs to be created with a breakdown of skilled trades and management roles over each phase of the asset lifecycle (development, operations and maintenance, and production) 1.3.2 Employment opportunities for under-represented groups including First Nations people and women		
	1.4 Total project contract value (the total investment by the proponent to establish or scale up production) is equal to or greater the threshold nominated for projects	1.4.1 Total project contract value is equal to or greater than \$1m for Regional and \$3m for Metropolitan areas (Regional includes all areas within NSW outside the Newcastle, Sydney and Wollongong metropolitan areas) (RESB Plan 2022, section 1.1).	Pass / Fail	Pass / Fail
2. Deliverability and technical feasibility	2.1 Demonstration of technical capability and capacity to deliver	2.1.1 Experience and expertise (organisational and key personnel) delivering and operating manufacturing facilities of similar scope and outcomes to the proposed project (including track record to time and budget). 2.1.2 Experience, expertise and proposed role of any joint applicants that will be collaborating on the project for both delivery and/or operations (if applicable) 2.1.3 Resources for the project including personnel, physical resources (material and equipment) and facilities employed in the delivery of the component or service.		

	2.2 Plan to establish or scale up local production	2.2.1 Detailed plan (technical feasibility) to establish or upgrade the manufacturing facility including timeframes for key project activities, milestones and deliverables (to scale up specific site operations considering people, process, systems and supply chain)		
	2.3 Risk management plan for addressing deliverability and technical risks associated with local manufacture	2.3.1 Description of deliverability and technical risks that the project faces and their mitigation strategies.		
	2.4 Where relevant, the producer's track record of adherence to regulatory and industry standards	2.4.1 Statement on track record of adherence to regulatory and industry standards (with certificates if available) on environmental, social and governance (ESG) issues such as damage to Aboriginal cultural heritage sites, worker entitlements, work, health and safety (WH&S), quality and other relevant standards 2.4.2 Certification of people, equipment and facilities to relevant industry standards (optional)		
3. Financial and commercial feasibility	3.1 Demonstration of financial capability and capacity to deliver	3.1.1 Financial statements for the last 3 years, or statement of financial soundness from bank manager (if new enterprise without track record)	Pass/Fail	
	3.2 Barriers to local manufacture, what is required to address those barriers	3.2.1 Potential barriers to market entry as identified in the Board's plan (p7 and Table 7) 3.2.2 What is required to address those barriers		
	3.3 Supply chain feasibility assessment for renewable energy project developers to source the product locally	3.3.1. Supply chain feasibility considering need to finish production offshore and still contract the local content		
	3.4 Evidence-based projection of market demand for product, and expected supply of product by proponent	3.4.1 Expected market demand for product (based on applicable scenario from AEMO's 2022 <i>Integrated System Plan</i> and 2023 <i>Infrastructure Investment Objectives Report</i>)		

		<p>3.4.2 Expected capacity to supply product (considering facility utilisation over time to demonstrate minimum viable scale for investment)</p> <p>3.4.3 Business plan (budget, procurement and contractual considerations) for financial and commercial sustainability throughout the Roadmap delivery cycle (e.g. supply other jurisdictions or alternative products/components in years when NSW demand for renewable energy products is low and after completion of the REZs).</p> <p>3.4.4 If available, letters of support from developers to purchase product if locally manufactured</p>		
	3.5 Risk management plan for addressing financial risks associated with local manufacture	3.5.1. Description of financial risks that the project faces and their mitigation strategies.		
4. Value for money and impact on NSW electricity customers	4.1 Indicative increase in local content requirement that would be enabled	<p>4.1.1 Preliminary estimate of the proposed increase in minimum requirements and stretch goal(s) for theme(s) and applicable asset lifecycle phase(s) per Table 2 of the Board's plan</p> <p>4.1.2 Indicative assessment of the proportion of the renewable energy project cost (capital cost and total project cost) accounted for by the product or component.</p> <p>4.1.3 Indicative assessment of current sourcing arrangements, and how these would change should the minimum local content requirements be increased.</p>		
	4.2 Expected increase in local content requirements that would be enabled	<p>4.2.1 Detailed estimate of the proposed increase in minimum requirements and stretch goal(s) for theme(s) and applicable asset lifecycle phase(s) per Table 3 of the Board's plan.</p> <p>4.2.2 Detailed assessment of the proportion of the renewable energy project cost (capital cost and total project cost) accounted for by the product or component.</p> <p>4.2.3 Detailed assessment of current sourcing arrangements, and how these would change should the project minimum local content requirements be increased.</p>		
	4.3 Evidence on the cost differential between locally manufactured and imported product, and expected impact on retail electricity prices	4.3.1 Detailed cost calculations, comparing product costs to imports, including costs for the product and transport, and any other relevant cost items (cost calculations should be presented with and without upfront capital investment if proponent is considering or has applied for Government funding)		

		4.3.2 Estimated impact of an increase in local content requirements on the retail bills of NSW electricity customers based on comparison with the current electricity customer survey.		
	4.4 Cost-benefit analysis in line with NSW Treasury guidelines	<p>4.4.1. Identification of costs and benefits items aligned with guidance in Appendix 1 Annexure 1.</p> <p>4.4.2 Qualitative cost-benefit analysis of the project to increase LCR relative to making no change (base case)</p> <p>4.4.3 Quantitative cost-benefit analysis of the project to increase LCR relative to making no change (base case) including sensitivity testing of key variables</p> <p>4.4.4 Results including table of NPV and BCR and rationale for proceeding with the project</p>		
5. Consistency with trade obligations	5.1 Confirmation that the product or component will be manufactured in Australia or New Zealand, by an SME or a First Nations business	<p>5.1.1 Local manufacture in Australia and New Zealand</p> <p>5.1.2 Proponent is an Australia or New Zealand based enterprise with fewer than 200 full-time equivalent (FTE) employees; or is a First Nations business (an Australia based enterprise that is at least 50% owned by Indigenous Australians)</p> <p>5.1.3 Ownership structure to confirm SME status or classification as an SME by NSW Procurement</p>	Pass/Fail	

5 Resources

5.1 Online platform

The process for submitting and managing proposals will be run on the web-based NSW government grants management system (GMS) SmartyGrants. Access will be provided to the Assessment Committee and Proponents by the Secretariat. Proponents will submit proposals via the platform and be notified of progress with assessment. The platform will ensure proposals are submitted with consistent and complete information in a standard format for ease of eligibility, merit and comparative assessment. The Secretariat will use the platform to provide feedback to Proponents and record the assessment recommendations of the Assessment Committee.

5.2 Templates

The Proposal template in Appendix 1 shall be used by Proponents in preparation and submission of proposals via the SmartyGrants platform. Proponents may attach supporting documentation in PDF or MS Word form.

Appendix 1: Proposal Template

The following Proposal template provides headings and subheadings aligned to the merit assessment criteria with suggested page limits (Stage 1: 6 to 10 pages, and Stage 2: 10 to 16 pages).

Executive Summary – highlight key features of the proposal (1 - 2 pages)

- 1. Strategic alignment** (1-3 pages)
 - 1.1 Alignment with opportunities
 - 1.2 Reduction in supply chain risk
 - 1.3 Number and nature of jobs created
 - 1.4 Total project contract value
- 2. Deliverability and technical feasibility** (1-4 pages)
 - 2.1 Capability and capacity
 - 2.2 Plan for local production
 - 2.3 Risk management plan
 - 2.4 Industry standards
- 3. Financial and commercial feasibility** (1-4 pages)
 - 3.1 Capability and capacity
 - 3.2 Barriers to local manufacture
 - 3.3 Supply chain feasibility assessment
 - 3.4 Evidence-based demand and supply
 - 3.5 Risk management plan
- 4. Value for money and impact on NSW electricity customers** (1-2 pages)
 - 4.1 Indicative increase in LCR
 - 4.2 Expected increase in LCR
 - 4.3 Cost differential and retail electricity prices
 - 4.4 Cost-benefit analysis
- 5. Consistency with trade obligations** (1 page)
 - 5.1 Confirmation of local manufacture

Annexures

- Annexure 1 – cost benefit inputs table

Item	Description and comments
1. Benefits	
1.1 – Labour surplus	Number of FTE jobs (direct and indirect) created by the project
1.2 - Producer surplus	Expected earnings (EBITDA) of the project when in operations phase
1.3 - Reduced emissions	If the locally produced component/service is demonstrably produced at a lower carbon emissions intensity than the equivalent product sourced from abroad, provide the emissions quantity differential
1.4 - Improved supply chain resilience	The proponent’s estimate of how much of the supply chain for the renewable energy asset is to be localised (brought onshore) by adoption of the increased LCR
2. Costs	
2.1 - Incremental increase in cost of electricity production	The difference between the cost of producing the component or service locally and the cost (including transportation) of importing this component or service

- Annexure 2 – retail electricity pricing inputs table

Item	Description and comments
Local production cost differential	Expected increase in costs due to the local production of a component (relative to an imported equivalent)
Local production level	Number or volume of components that the proponent expects to produce per year once the new capacity is established
Local production cost proportion	The proportion that the local component makes up of the total production cost of the renewable energy asset
Location	If applicable, the project(s) or REZ(s) in which the locally produced component will be used.

- Annexure 3 - supporting materials as basis for the proposal (optional)

Appendix 2: Declaration

[Date]

Renewable Energy Sector Board

Subject: Declaration Letter

Dear members of the Board,

I, [Your Name], in my capacity as [Your Position/Title] at [Company Name], affirm that all information provided in this form is complete, accurate and true to the best of my knowledge.

I understand that any false declaration may render this Application ineligible/invalid.

Should you require any further clarification or information regarding this matter, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]