

# key documents for FOHOW Healthcare Private Limited

## A Direct Selling Company in India

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### A. Company Registration Documents

1. **Memorandum of Association (MOA) & Articles of Association (AOA)**
  2. **Certificate of Incorporation** (from MCA/ROC)
  3. **PAN Card** of the company
  4. **TAN (Tax Deduction Account Number)**
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### B. Business & Compliance Documents

5. **GST Registration Certificate**
  6. **Self-Declaration** affirming compliance with the Direct Selling Rules, 2021 (filed with the State Government)
  7. **FSSAI License** (if dealing in food/health products)
  8. **BIS Certification** (if applicable for certain product categories)
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### C. Operational Documents

9. **Direct Seller Agreement / Contract** (template for onboarding distributors)
  10. **Compensation Plan Document** (clearly outlining the commission structure)
  11. **Return & Refund Policy** (mandatory under Direct Selling Rules, 2021)
  12. **Code of Ethics / Conduct for Direct Sellers**
  13. **Product Catalogue & Pricing List.**
  14. **Grievance Redressal Mechanism** document
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## **D. Financial & Banking Documents**

15. **Current Bank Account** details
  16. **Import Export Code (IEC)** — if importing products
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## **E. Director/Promoter KYC Documents**

17. **Aadhaar Card & PAN Card** of all directors
  18. **Address Proof** of registered office
  19. **Director Identification Number (DIN) & Digital Signature Certificate (DSC)**
  20. **Trade Mark**
  21. **Terms and conditions**
  22. **Shipping Policy**
  23. **Privacy Policy**
  24. **Website Disclosure**
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