MLM Audit Trail Checklist

Records to Include in MLM Audit Trail	Yes/No
Distributors' updated KYC details	
Uploaded ID proof	
Distributors' login history	
Admins' login history	
Retail sales records with sales proof	
Refund requests by customers	
Actions taken on the refund requests by distributors	
Refund requests by distributors	
Actions taken on the refund requests by distributors	
Payout made to distributors and their breakup	
Rank advancement events	
Inventory and Product Movement	
Flagged non-compliance activities (if any) by distributors	
Action by the MLM business on non-compliance activities	
Genealogy and downline records	
MLM compression events	
Customer support interactions by distributors	
Customer support interactions by customers	
MLM training logs	
Promotional or marketing consent records	