

Our South African Airways Customer Commitment

Last Updated: February 4, 2020

Service Vision

We aim to become the most awarded airline for customer service excellence out of Africa to the world and from the world to Africa.

Service Mission

To provide uncompromising service offerings to our most valued customers that will be personalized, consistent, efficient and professional.

Service Culture

Inspiring the world with the warmest African hospitality, in every detail, every time.

Service Values

The service values in alignment with our Service Culture are:

- ❖ Warm and welcoming
- ❖ Embracing diversity
- ❖ Devotion to detail
- ❖ Uncompromising standards
- ❖ Readiness to listen
- ❖ Innovative and inspiring spirit

Welcome on board South African Airways!

1. Offer the lowest available fare

We will offer the lowest fare for which you are eligible for the date, flight and class of service you request through www.flysaa.com , through our telephone reservation system and at airport ticket counters. If you ask, our representatives will look for lower-cost alternative itineraries if your travel schedule is flexible.

2. Notify customers of known delays, cancellations and diversions

We work hard to get you to your destination on time, as scheduled. There may be times when weather, air traffic control, or operational or service considerations lead to flight delays, cancellations or diversions. When this happens, we will make available the most current, accurate information about your flight's status.

We will:

- Provide our gate agents, flight crew and other appropriate personnel the information that we know about flight delays, cancellations and diversions;
- Explain the reason for the delay, cancellation or diversion based on the information that we have;
- Within 30 minutes of becoming aware of a cancellation, delay or diversion, update the information displayed at airport gates to show flight status; and
- Within 30 minutes of becoming aware of a cancellation, delay or diversion, make information on known delays, cancellations and diversions available if you call us and on our website.

3. Deliver baggage on time

We work hard to get your checked bags to you on time. If your checked bags are delayed or misplaced, we will make every reasonable effort to deliver your bags within 24 hours. If you have expenses because of baggage delay and are eligible to receive compensation, we will compensate you for reasonable and necessary out-of-pocket expenses.

To file a claim for delayed or misplaced baggage, please complete our [Claim Form](#) and provide copy of the corresponding baggage tag to the following email address: FLLBagClaims@flysaal.com, or by mail to the address listed below:

South African Airways
Baggage Claims
1200 South Pine Island Road, Suite 650
Plantation, FL 33324

For further assistance or questions, you may also reach us by phone: 954-769-5025, or via Fax: 954-769-5069.

4. Allow reservations to be cancelled for a certain period after purchase

When you book a reservation and purchase a ticket in the United States of America for South African Airways (SAA) flights to and from USA, through the SAA Customer Call Center at 1-800-722-9675, via www.flysaa.com, at SAA's airport ticket counter, or if you use Voyager miles to book an award ticket on SAA, 7-days or more prior to your scheduled departure, we will allow you to cancel the ticketed reservation without penalty and receive a 100 percent refund provided that you cancel the reservation **within 24 hours** of purchase.

5. Provide prompt ticket refunds

We will provide prompt ticket refunds for eligible tickets once we receive your request accompanied by any required documentation. When refunds are allowed, we will process requests in a timely manner and refund the purchase price, less any applicable service fees, to the original form of payment.

You may seek a refund through our website, www.flysaa.com, by sending an email to FLLRefunds@flysaa.com, through your travel agent, or by sending a written request to:

South African Airways
Passenger Refunds
1200 South Pine Island Road, Suite 650
Plantation, FL 33324

If you used a credit card to make your purchase, we will submit the request for a refund to the credit card issuer within seven business days of receiving your completed request for refund. The credit card issuer will refund the purchase price under the terms of the credit card agreement; your credit card statement may not immediately reflect the refund. For purchases made with cash, check or other forms of payment, we will issue your refund within 20 business days of receipt of your completed request for refund.

Please make sure you have cancelled your reservation before requesting a refund and remember to provide the passenger's name, the address, the credit card number used for purchase, ticket number(s), the date of travel, and the departure and destination cities in your correspondence.

6. Properly accommodate passengers with disabilities and other special needs

We are dedicated to offering convenient and comfortable service to all our customers. We will provide our customers who require additional assistance, including individuals with disabilities and unaccompanied minors, with the attention, respect and care they deserve.

a. Customers with disabilities

We work hard to ensure that our aircraft and our services are in full compliance with all applicable regulations, that our customers' needs are met and that we do not discriminate against passengers on the basis of disability. Our employees are specifically trained to support the commitment to our customers with disabilities.

You can ask for assistance when you arrive at the airport if you would like certain accommodations during your travel. There are, however, certain service requests which are required to be made in advance. This notice helps us plan ahead for your safe and comfortable travel. Please check our website for details. During lengthy tarmac delays, our flight crew will make every effort to properly accommodate customers with disabilities or special needs.

If your travel includes another carrier, please check directly with that carrier for any of your travel needs, as different policies and procedures may apply.

To get a copy of the [ACAA Final Rule](#), the Department of Transportation 14 CFR Part 382, from our website, [Click Here](#). You can also obtain a copy of this regulation in an accessible format from the Department of Transportation (DOT) by any of the following means:

- Calling the hotline for air travelers with disabilities at 1-800-778-4838 or 1-800-455-9880 (TTY)
- Calling the Aviation Consumer Protection Division at +1-202-366-2220 or +1-202-366-0511 (TTY)
- Writing to the Air Consumer Protection Division, C-75, U.S. Department of Transportation, 1200 New Jersey Ave., SE, West Building, Room W96-432, Washington, DC 20590
- Visiting the Aviation Consumer Protection Division website

b. Requirements for minors who travel without an adult

We welcome young customers on our flights. We do, however, have rules about when a minor passenger can travel alone and when an adult must accompany the minor during travel.

- Children under age 5 are not permitted to travel alone and must be accompanied on all flights by a ticketed adult.
- Children ages 5-11 may travel without an adult but are required to use our unaccompanied minor service. While this service is free of charge, there is some detailed paperwork to be completed prior to travel. This service may not be permitted on some flights (for instance, some connecting flights or the last flight of the day).
- Children ages 12-17 may travel alone. Our Unaccompanied Minor service is not required but is available if you would like to use it.

Please ask us or your travel agent if you require assistance or need additional information about making travel arrangements for a qualifying minor's travel.

7. Meet customers' essential needs during lengthy tarmac delays

We are committed to operating a reliable schedule for our customers. Safety considerations, weather, air traffic control, operations and other factors may occasionally cause lengthy tarmac delays. We have plans and processes in place to minimize such delays. Should a lengthy tarmac delay occur, and if safety and security considerations permit, we will make every reasonable effort to ensure that your essential needs are met by providing snack food and drinking water at specific intervals, restroom facilities, and adequate medical assistance.

Please have a look at our Contingency Plan for Lengthy Tarmac Delays available on www.flysaa.com.

8. Treat passengers fairly and consistently in the case of oversales

Occasionally we may not be able to provide you with a seat on a specific flight, even if you hold a ticket and have checked in on time. This is called an oversale.

If your flight is in an oversale situation, you will not be denied a seat until we first ask for volunteers willing to give up their confirmed seats in exchange for compensation (in an amount determined by South African Airways) and travel on a later, specified flight. If there are not enough volunteers, we will deny boarding to passengers in accordance with our company policy on boarding priority. If you are involuntarily denied boarding and have complied with our check-in and other applicable rules, we will give you a written statement that describes your rights and explains how we determine boarding priority for an oversold flight. You will generally be entitled to compensation and transportation on an alternate flight.

We make complete rules for the payment of compensation, as well as our policy about boarding priorities, available at airports we serve. We will follow these rules to ensure you are treated fairly. Please be aware that if you do not check in on-time or do not meet certain other requirements you may be denied boarding without compensation.

9. Disclose travel itinerary, cancellation policies, frequent flyer rules and aircraft configuration

We will give you clear information about policies and service aspects that may be important to you on our website and, when you ask, through our telephone reservations staff and our representatives at the airport.

This means providing clear information about:

- Aircraft configuration, including seat size and pitch ranges;
- The important terms and conditions that apply to your ticket and travel, including cancellation policies; and
- Any change of aircraft on a single flight with the same flight number.

We also make information about our Voyager frequent flyer program available on our website, through our telephone reservations staff, and in materials provided upon enrollment and in updates to Voyager members.

10. Encourage good customer service from codeshare partners

We encourage our domestic codeshare partners to provide customer service commitments comparable to our own.

11. Travel Itinerary Changes

We will advise you of any changes to your itinerary in a timely manner by notifying you via contact information you provided in your reservations for any changes to flight schedules after booking.

For all existing reservations and matters regarding changes or inquiries about your upcoming trip (including seats, special meals, etc.) please contact:

Reservations Department

Tel: 1-800-722-9675

Fax: 1-954-769-5069

12. Ensure responsiveness to customer complaints

We respond quickly to our customers' complaints. If you have comments or a complaint about our services or products regarding your recent travel experience, we want to hear from you. Information about where to direct your written feedback is listed below; on our website; on all E-ticket confirmations; and is available upon request at the airports we serve. We will acknowledge written complaints within 30 days of receipt, and we will send a substantive response within 60 days of receiving your written complaint.

If your journey originates **within the United States**, please send your feedback or concerns, be sure to include your name, address, and your flight information (ticket, reservation code, travel details) to:

Customer Care North America

SA AUSQueries@Flysaa.com

Tel: 1-954-769-5023

Fax: 1-954-769-5069

If your journey originates **outside of United States**, you may use the following contact information to give us your feedback about our services:

Customer Service

SAACustomerService@flysaa.com

Tel: +27 11 978 2888 or 0860 003 146 (Share Call)

Fax: +27 11 978 9567

Office Hours: Mon - Fri: 08:00 - 16:30 (GMT)

Closed weekends & South African Public Holidays

13. Provide services to mitigate inconveniences resulting from cancellations and misconnections

In order to reduce any inconvenience you might experience during cancellations and misconnections, we will:

- Do our best to contact you in advance regarding a flight cancellation using the contact information in your reservation;
- Work to confirm you on the next available flight we operate that has seats available in the same class of service when rebooking is necessary; and
- Make available information about your rebooking through our website; at an SAA’s airport kiosk, when available; and through our airport and reservations agents.

Please note: Some of our services are sold in or originate from points outside of the United States and those services may be subject to rules and regulations for those locations. We will comply with the rules and regulations that apply where those services originate. You have contractual rights and obligations associated with your travel under our Contract of Carriage.
